

Rules of Procedure of the Institut Polytechnique de Paris Doctoral School

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Preamble

For all the general provisions related to the role of the Doctoral School and the organization of the doctorate program, each doctoral student and each thesis supervisor are subject to the thesis charter and all general procedures of the accredited establishment to which it belongs, namely Institut Polytechnique de Paris (IP Paris) or HEC Paris. The purpose of the Rules of Procedure is to set down the practical terms for the implementation of these provisions and to specify the policy of the Doctoral School.

1 Governance of the Doctoral School

1.1 Structure

The Doctoral School is structured in nine scientific domains:

- Physics
- Biology
- Chemistry
- Mechanics and Energetics
- Computer Science, Data and Artificial Intelligence
- Information, Communications, and Electronics
- Economics
- Social Sciences and Management
- Humanities, Art, Literature and Languages

Each scientific domain is supervised by one or more scientific coordinators.

The scientific coordinators can rely on a committee made up of members of different departments and interdisciplinary centers, within the framework of actions of an educational or scientific nature. These committees are particularly called upon during the campaign to award doctoral grants, for the selection of candidates, and may be called upon within the framework of monitoring committees (see 3.3). They can also step in to assist scientific coordinators in dealing with contentious cases.

1.2 Management team

1.2.1 The director

Pursuant to Article 6 of the Decree of May 25, 2016 (modified by the Decree of August 26, 2022) related to doctoral training, the director of the Doctoral School is appointed by mutual agreement of the heads of the co-accredited establishments (IP Paris and HEC Paris). The director is appointed for the duration of the accreditation. The term is renewable once. Their tasks are defined in Article 7 of the Decree.

The director of the doctoral school is responsible, under the authority of the Doctoral School Council, for the implementation of the action program and the management of the doctoral school. It oversees the implementation by the Doctoral School of an admission policy for doctoral students within the

school, based on explicit and public criteria. It also ensures that the doctoral school informs students about the conditions for access, the skills required, the financing likely to be obtained, the nature, quality and rates of employability after obtaining the doctorate. The director also has the Doctoral School scientific responsibilities: he/she oversees the quality of recruitment, and the theses defended.

The Director of the Doctoral School works in close collaboration with all the scientific coordinators on the validation of applications for registration of doctoral students in compliance with strict selection criteria (academic quality of the doctoral student, funding, capacity of the supervision, quality of the thesis project, etc.), verification of the good conditions for the progress of the thesis, and monitoring of training by doctoral students, and personalized support for the doctoral student until the defense, validation of the diploma and its compliance with the rules, including the ability of the doctoral student to support and the appointment of the jury, as well as on the expertise of delicate situations and the handling of disputed cases.

1.2.2 The heads of scientific fields

The heads of the scientific fields of the doctoral school are appointed by the Executive Committee of IP Paris (COMEX), after consulting the heads of departments and the Education and Research Committee (CR). They are chosen from among the researchers and professors of the laboratories, all holders of the HDR or having an equivalence. They are appointed for the duration of the accreditation. Their mandate is renewable once.

1.2.3 The executive committee

The director is assisted by a team consisting of an executive committee, composed of the director and heads of scientific fields. The executive committee assists the director in the implementation of the scientific and educational policy decided upon by the doctoral school council board, in the preparation of the doctoral school council board meetings, the organization of admission activities for doctoral students and the management of disputes brought to its attention.

The executive committee may be supplemented, when necessary, by the members of the Doctoral School, by specifically qualified people in the fields of administration, training, international policy, business relations policy and other needs related to the doctoral training of IP Paris and HEC Paris, or any other person it deems necessary.

Furthermore, the executive committee carries out various actions related to doctoral training:

- Management of transversal training, oriented towards professional development, as described in 3.4
- Management of international joint supervision
- Internal communication at IP Paris and HEC Paris and external communication
- Relations with national doctoral bodies, in particular the Ministry of Higher Education and Research; media and legal monitoring of questions related to the doctorate
- Relations with companies as part of the follow-up of the doctorate in industry (CIFRE theses)
- Mediation of conflicts brought to its attention

The executive committee periodically organizes the consultation of laboratories and departments to ensure the satisfaction of the parties regarding the operation of doctoral training at IP Paris and HEC Paris.

In addition, it regularly devotes part of its meetings to listening to the representatives of doctoral students on the board of the Doctoral School, invited specifically to share their comments and suggestions.

The executive office is assisted by an administrative department whose missions and organization are specified in the Doctoral School's organizational note.

1.3 Doctoral School Council board

1.3.1 Composition

The composition of the board is defined in Article 9 of the Decree of May 25, 2016 (modified by the Decree of August 26, 2022).

It consists of 20 members appointed as follows:

- 2 representatives of engineers, technicians and administrative staff
- 10 representatives of the research establishments, units or teams of the Doctoral School
 - 6 representatives of the schools
 - 4 representatives of ONRs
- 4 doctoral students belonging to the Doctoral School ~~elected by their peers~~
- 4 external figures, chosen equally among qualified French and foreign figures from scientific fields on the one hand, and the industrial, socio-economic or cultural sectors on the other.

Its composition must allow for a balanced representation of women and men.

The Director of the Doctoral School or his/her representative is a permanent guest of the Doctoral School Council.

The Doctoral School Council meets at least once a year when convened by the Director of the Doctoral School, who sets the agenda for the meetings in consultation with the heads of the scientific fields. It makes its decisions by consensus. For particularly important decisions, or at the request of one of its members, a vote by secret ballot is organized. The decision is taken by majority vote.

Absent members can give a proxy, which must reach the doctoral school administrative department at least 48 hours before the board meeting.

1.3.2 Methods of appointing members

The procedures for appointing members of the Doctoral School Council board are defined as follows:

- The 2 representatives of engineers, technicians and administrators are appointed by COMEX IP Paris on the proposal of the director of the Doctoral School and the management of the Graduate School
- The 10 representatives of the institutions, units or research teams of the Doctoral School, are appointed by the COMEX IP Paris on the proposal of the Teaching and Research Committee (CER) of IP Paris and heads of departments
- The 4 doctoral students belonging to the Doctoral School, are elected by their peers
- The 4 personalities from outside the Doctoral School are appointed by COMEX IP Paris on the proposal of the heads of departments.

Elections are organized at the beginning of each mandate to elect the doctoral students of the council, as well as in the middle of the mandate to consider the limited duration of the theses. Replacements made necessary between two elections are processed by cooptation or by appointment by the director

of the Doctoral School. They are validated by the board (in the absence of new members).

1.3.3 Tasks

The tasks of the Doctoral School Council board are defined in the Decree of May 25, 2016 (modified by the Decree of August 26, 2022).

The board defines the scientific and educational policy orientations of the Doctoral School. It is the vector of proposals.

It approves the selection policy and terms for doctoral students.

It approves the action framework of the Doctoral School Executive Committee and the decisions which can be delegated to the latter.

It gives an opinion on the Rules of Procedure of the Doctoral School of IP Paris.

It is consulted about all issues related to the Doctoral School which cannot be dealt with by the executive committee.

2 Principles, criteria and terms of admission for doctoral students

Pursuant to Article 3 of the Decree of May 25, 2016 (modified by the Decree of August 26, 2022) relating to doctoral training, the Doctoral School implements a doctoral student admission policy based on explicit and public criteria, according to the principles defined in the thesis charter. The general procedure for the admission of doctoral students is provided in 2.3. The criteria and terms specific to the doctoral school of IP Paris are specified hereafter.

2.1 General principles

The doctoral school implements a doctoral student admission policy which seeks in all cases to comply with the following principles:

- Explicit and public criteria and procedures, brought to the knowledge of enrollment teams and potential applicants for the doctorate
- Upstream (approval by the competition juries, terms and processes, etc.) and downstream (report on admission activities) oversight of this selection policy by the Doctoral School council board
- The consideration of the capacity for personalized and adequate supervision within the research teams and units
- Recruitment which fosters gender equality, diversity and openness, on an international level in particular
- Recruitment which promotes the development of new areas of research, and which is attentive to the prospects for professional integration and the career development of doctors
- Possible earmarking in the framework of the doctoral school policy and that of IP Paris or HEC Paris

2.2 Admission criteria

In the selection of doctoral students, the Doctoral School considers:

- Academic results previously obtained by the applicant, particularly at master's level
- The applicant's research abilities, assessed notably during research internships
- The relevance of the applicant's training to the doctoral project
- The originality and feasibility of the doctoral project in the context of the research unit and its partners
- The relevance of the doctoral project to the scientific policy of the research team, with the consent of the research unit head upon enrollment.
- The availability and capacity of the thesis supervisor and more generally all the doctoral supervisors to ensure scientific management of the doctoral project
- The professional project presented by the applicant and its relevance to the doctoral project

The terms governing the selection of doctoral students are subject to a procedure defined by the executive committee and approved by the doctoral school council board. The result of the implementation of this selection policy for doctoral students is presented annually to the board.



The doctoral school council sets the maximum number of doctoral students supervised by a thesis director, considering the constraints linked to the disciplines, particularly the rare discipline (in accordance with article 16 of the decree of May 25, 2016 (modified by the decree of August 26, 2022)). The minimum supervision rate per doctoral student is 25%.

Exemptions may be granted, on a case-by-case basis, by the Executive Committee if this supervision rate is exceeded (see paragraph 6).

2.3 Terms of admission and enrollment

2.3.1 Proposals for thesis subjects

Members holding accreditation to supervise research (HDR) or an equivalent qualification or with a specific derogation, attached to the doctoral school (DS) may propose a thesis subject, seek and obtain funding and seek and find a candidate. Thesis projects may be published on the DS website, subject to the inclusion of all information enabling a potential candidate to assess the relevance of the project to their application.

2.3.2 Examination of applications

Each application is examined by the doctoral school. When outside the framework of the admission competition, this may be carried out at the same time as enrollment, subject to a favorable decision by the doctoral school, provided that the thesis supervisor has selected a preferential applicant and that all the elements required for enrollment are available.

In all cases, an interview will be carried out by the thesis supervisor, who will provide a comprehensive report enabling the doctoral school to check the appropriate educational elements for enrollment in the doctorate. The latter must include the following:

- The applicant's resume
- The results of previous training (usually the grades for the master's degree)
- A cover letter
- One or more letters of recommendation
- The favorable and substantiated interview report of the thesis supervisor

Adequate knowledge of English is a prerequisite for a career in science to enable communication with the scientific community. To this end, doctoral students must provide proof of their level of English upon enrollment (minimum TOEFL score 90/120 or equivalent). Otherwise, they may be authorized to register subject to providing proof of proficiency in French (level B2/C1) during their 1st registration and reaching the required level in English during the 1st year of thesis.

To enable applicants to make an informed choice, the doctoral project must specify:

- The scientific field of the doctoral school and the doctorate specialty
- The positioning of the research topic with respect to the state of the art
- The scientific aims and the main phases of the thesis, in addition to possible key issues
- The tools and methods to be implemented
- Possible academic or socio-economic cooperation and international openness
- The material conditions ensuring the proper execution of the doctoral project
- Funding terms for the doctoral student (see 2.3.4)

The scientific field head may, if necessary, organize a hearing in order to provide more information on these elements, particularly in the case of a part-time thesis (see 3.2).

The thesis supervisors, the head of the research unit, the head of the scientific field, and the director of the Doctoral School constitute, outside of the admission competition, the commission as described in the thesis charter.

2.3.3 Organization of the admission competition for doctoral allocation

The organization of a doctoral student selection by admission competition is the result of delegation to the doctoral school for the allocation of thesis funding by IP Paris and its associated schools, by HEC Paris or by other bodies wishing to do so.

In the admission competition, the doctoral projects must be disseminated widely and contain the elements specified in 2.3.2. They must be posted on the ADUM platform before a deadline to be decided by the executive committee. The directors of laboratories in which these theses are likely to be executed are notified and they may inform the Doctoral School before a fixed date if they refuse the doctoral project. The doctoral projects accepted by the thesis supervisor, the laboratory director and the Doctoral School are thus published.

Applicants submit their application via ADUM, before a deadline to be decided by the executive committee. These applications are examined in the framework of the scientific fields of the DS, according to a method defined by the executive committee. A pre-selection may take place, following which the chosen applicants are called to an interview with the field heads and the committees created for this purpose. The executive committee establishes a provisional ranking including a main list, a secondary list and possible refusals; these lists are then submitted to the DS council board. The board validates or modifies the proposal, possibly considering criteria related to the policy of IP Paris, HEC Paris, the DS or funding bodies. The final ranking is provided to the establishments and bodies, for confirmation and implementation of the enrollment process. Withdrawals are handled as they occur, based on the final ranking approved by the Doctoral School.

Any candidate for a job, an internship or a training period is protected by the law against discrimination in hiring and at work in accordance with the Labor Code (art. L.1132-1).

The Institut Polytechnique de Paris and HEC Paris are committed to the fight against discrimination and the promotion of diversity. Any candidate who considers himself/herself to be the victim of discrimination in admission to the doctoral school may submit his/her appeal within 2 months from the date of notification of refusal to the management of the Doctoral School of IP Paris.

The rules enabling thesis supervisors or managers to submit the subjects in the framework of the competition and those governing student applications are defined annually by the executive committee and approved by the DS board.

2.3.4 Funding for doctoral students

In general, enrollment in the doctoral school is subject to social security coverage and the existence of funding for the doctoral student, the full-time level of which must be at least equal to the net minimum wage for the nominal duration of the thesis. In the event of a funding overrun, it is the joint responsibility of the thesis supervisor and the laboratory to ensure additional funding and the continuation of the thesis under proper conditions.

When the doctoral student applies for a part-time thesis, due to a primary professional activity, funding specific to the thesis is not a requirement, provided that the primary remuneration is at least equal to the net full-time minimum wage.

3 Execution of the doctorate

3.1 Enrollment

The establishment enrolling the doctoral students is IP Paris or HEC Paris, depending on the laboratory in which the thesis is carried out.

The registration leads to the signature of a training agreement, in the application of Article 12 of the Decree of May 25, 2016 (modified by the Decree of August 26, 2022).

The registration is signed by the thesis supervisor(s), the doctoral student, by the company manager or the host organization of the doctoral student. It provides for the conditions of carrying out the research work and preparing the doctorate. It indicates the designations of the doctoral student's registration establishment, the Doctoral School and home research unit; also mentioning the name/s of the thesis directors, the research unit head, the doctoral student as well as the rights and duties of the parties involved.

The registration contains mandatory information, the list of which appears in the Article 12 mentioned above, such as the doctorate subject and the specialty of the diploma, the funding conditions of the doctoral student if applicable, the research project calendar, the integration terms in the research unit, a commitment to respecting the scientific integrity.

The registration also comes with the signature of:

- A hosting agreement, when the doctoral student is a foreign scholarship holder and not a national of the European Union, the European Economic Area and of the Swiss Confederation, pursuant to the Article of August 27, 2019, related to the procedure of the approval body issuing the hosting agreement of the researchers or foreign research-professors based on Article R. 133-56 of the Code of the Entry and Residence of Foreign Nationals and the Right of Asylum.
- A research stay agreement, as part of a research stay pursuant to Article L. 434-1 of the research code.

The hosting agreement is signed by the doctoral student, IP Paris or HEC Paris and the host institution(s). This allows the residence permit issuance. A standard template is annexed to the Decree (CERFA model)

The research stay agreement is signed by the doctoral student, IP Paris or HEC Paris and the host institution(s). It can involve the institution which finances the stay. This is mentioned in the hosting agreement.

The agreement specifies the terms of the support and hosting of the doctoral student. A standard template is published by the Government. Reporting to the host establishment where the doctoral student's research activities are carried out, it includes the following elements:

- General conditions: duration of stay, location of the host research unit, physical environment, provisions of the internal regulations applicable to the doctoral student/researcher, compliance with the health and safety rules in force in the host establishment, terms of absence authorizations.
- The research missions and if necessary, the complementary activities entrusted to the doctoral student or the researcher.
- The applicable rules concerning the intellectual property, scientific integrity, ethics and confidentiality in force in the host establishment.

Registration is renewed at the beginning of each academic year by the head of the establishment, on the proposal of the director of the Doctoral School, after consulting the heads of scientific fields, the thesis director and the doctoral student's individual monitoring committee.

During the annual doctoral registration, the director of the Doctoral School checks that the scientific,

material and financial conditions are met to guarantee the smooth running of the doctoral student's research work and the preparation of the doctorate.

During the research work, the doctoral student is integrated into the research unit which hosts him/her, and which contributes to his/her support during his/her training. The doctoral student work is valued in this context.

In case of non-renewal envisaged, after consulting the thesis director, the reasoned opinion is notified to the doctoral student by the director of the Doctoral School. A second opinion may be requested by the doctoral student from the research commission of the academic council or the body that takes its place, in the establishment concerned. The decision of non-renewal is taken by the head of the institution, who notifies the doctoral student.

3.2 Duration of the thesis

The nominal duration of a full-time thesis is 36 months.

In the case of doctoral students doing a part-time thesis, due to a primary professional activity, at least 2 days per week must be given over to the thesis and duly certified. The preparation of the doctorate, within the doctoral school, is generally carried out in three years in full-time equivalent devoted to research. In other cases, the duration of preparation for the doctorate can be at most six years. Validation by the director of the doctoral school and the head of the scientific field will be based on a detailed examination of the candidate's application, the motivation and aims, the specific conditions for the execution of the thesis and a hearing by the DS. In the event of a nominal duration of more than 48 months, the doctoral project must be validated by the executive committee.

The extension of the duration of a thesis beyond the nominal duration is subject to the consent of the Doctoral School.

In application of the decree of May 25, 2016, establishing the national training framework and the modalities leading to the delivery of the national doctoral diploma, amended by the Order of August 26, 2022 (article 14): "The duration of the doctoral training of the doctoral student with a disability may be extended by the head of the establishment upon reasoned request from the doctoral student.

If the doctoral student has benefited from maternity leave, paternity leave, child fostering or adoption leave, parental leave, sick leave for a period of more than four consecutive months or a leave of at least two months following a work accident, the duration of the doctoral preparation is extended by the time equal to the time off if the person concerned so requests.

The duration of a thesis, from the date of the first enrollment to the date of defense must not, under any circumstances, exceed 72 months.

On a fourth enrollment (or more):

- The doctoral student contacts the head of the scientific field for an interview; if the nominal completion of the thesis is scheduled before December 31 of the same year, the progress of the manuscript must be provided, and the composition of the jury must be proposed.
- In the absence of a jury and a date for thesis defense and if the nominal date for completion of the thesis is before July 1 of the same year, a new meeting with the individual monitoring committee (see 3.3.2) will be organized.
- The terms of funding for a thesis which exceeds the nominal duration must in all cases be specified.

Any academic year started is due (total registration fees, no pro rata) regardless of the start date of the thesis. The period of the academic year is from September 1st to August 31st of the following year and re- registrations must be made between September 1st and October 31st even if the thesis started

late. The

absence of re-registration is worth abandonment.

Doctoral students in their 4th year who will defend before December 31 do not have to re-register, pay the CVEC contribution, or pay any registration fees.

3.3 Monitoring of the doctoral student

3.3.1 Organization of monitoring

Purpose of the Individual Monitoring Committee

The monitoring of the execution of the thesis takes place from enrollment to defense. It is carried out by the “individual monitoring committee”, pursuant to the Decree of May 25, 2016 (modified by the Decree of August 26, 2022) on doctoral training.

The doctoral student's individual monitoring committee oversees the smooth running of the course based on the doctoral charter and the training agreement. It evaluates, during interviews with the doctoral student, the conditions of his/her training and the progress of his/her research. It formulates recommendations and sends interview reports to the director of the Doctoral School, to the head of the scientific fields, to the doctoral student and to the thesis director. It shall ensure in particular to prevent any form of conflict, discrimination or harassment.

The members of this committee do not participate in the management of the work of the doctoral student.

Composition of the Individual monitoring committee

The individual monitoring committee is composed of:

- Two members outside the mentoring team, one of whom with at least an HDR or equivalent, is a field specialist, and outside the establishment; the latter oversees the editing and transmitting the monitoring committee reports. Under article 17 of the Decree of May 16, 2026, the individual monitoring committee members cannot be thesis rapporteur.
- The members of the individual monitoring committee are appointed by the DS, proposed by the thesis director, in consultation with the doctoral student. The DS ensures that the doctoral student is consulted on composition of the IMC, before its meeting.

The Doctoral School ensures whenever possible that the IMC composition remains constant during his doctorate. However, modifications of the composition are possible, on proposal of the doctoral student, of the thesis director, or of the Doctoral School. Any modifications of the IMC composition must be approved by the DS.

Meeting typologies of the Individual monitoring committee

The monitoring committee operates at various steps throughout the course of the thesis:

- It must meet before registration in the second year and then before each new registration until the end of the doctorate. The interviews are organized in the form of mini- defenses as indicated on 3.3.2. During these same interviews, the monitoring committee is particularly careful to identify any form of conflict, discrimination, moral or sexual harassment or sexist behavior. It formulates recommendations and sends a report of the interview to the director of the Doctoral School, to the doctoral student and to the thesis director, according to the terms of section 3.3.2 below. This report must include a detailed opinion on the progress of the work, propose, if necessary, thesis adjustments to be made for the following year (training, various advice),

decide on registration in the higher year, and report any difficulty, conflict, or situation of harassment, moral or sexual discrimination or sexist behavior identified.

- It can meet outside of the registration cycle following any initiative by the doctoral student, the thesis director or the head of the scientific field aimed at understanding the progress of the thesis and considering possible corrective actions.

In the event of difficulty, the doctoral student's individual monitoring committee alerts the doctoral school, which takes all necessary measures related to the doctoral student's situation and the progress of his/her doctorate. As soon as the Doctoral School becomes aware, through the individual monitoring committee of acts of violence, discrimination, moral or sexual harassment or sexist acts, it proceeds to a report to the listening unit of the establishment against discrimination and sexual violence, for the purpose of investigating.

To support the members of the monitoring committees in their mission, the national network of doctoral colleges has published a guide to the CSI (individual monitoring committee) for doctoral students, which can be consulted at the following link:

https://drive.google.com/file/d/1Qkg7RUmcZ_hyYW19ZehRIg0YI5b7WEiU

Another individual follow-up committee for the doctoral student could be appointed, if a dysfunction is identified in the initial individual monitoring committee.

3.3.2 Individual monitoring committee meeting for re-enrollment

A meeting with the individual monitoring committee is organized before each re-registration throughout the duration of the thesis. The provision of the report of the monitoring committee is a prerequisite for registration for the following year.

The meetings are organized under the responsibility and the initiative of the thesis supervisor. Its terms are as follows:

- Two weeks before the meeting of the individual monitoring committee, the doctoral student submits a manuscript (10 pages maximum except the references) introducing the subject, the work carried out, results obtained and prospects for advancement up to the defense, in addition to a list of all communications and publications and a resume
- Two weeks before the meeting of the individual monitoring committee, the doctoral student submits their/ his/he professional project with completed and planned training courses, in addition to the committee report pre-filled with data
- Presentation (between 20-25 mins, followed by Q & A) in front of the two external members of the individual monitoring committee, one of whom is appointed president, followed separately by an interview between these members and the thesis supervisor alone and an interview between these members and the doctoral student alone
- Submission to the head of the scientific field of a consensual report by the two external members of the individual monitoring committee, signed by the president. This will then be sent by the Doctoral School, to the doctoral student and thesis supervisor who may add their comments. It is then entrusted to the doctoral school scientific coordinators.

3.4 Training courses

In addition to training through research, which the student acquires personally via their work in the research unit, the doctoral training program also includes participation in group training intended to:

- Consolidate the students' scientific culture, particularly in their scientific field

- Prepare their professional integration or the development of their career in the public or private sector
- Foster their international openness

There are three forms of training: scientific, linguistic and transversal, the latter includes ethics and scientific integrity, which forms part of the mandatory training for all doctoral students, pursuant to the Decree of May 25, 2016 (modified by the Decree of August 26, 2022) on doctoral training

During the thesis period, each doctoral student must attend at least 100 hours of training. Furthermore, an English test must be provided or taken upon admission to the doctorate (see 2.3.2) and doctoral students who do not have the required minimum level must attend English classes until this level is reached (20 hours maximum).

The minimum of 100 hours are allocated as follows:

- 40 to 60 hours of scientific training, including 20 hours on a subject unrelated to the thesis
- 40 to 60 hours of transversal training, including, among others, ethics and scientific integrity
- 0 to 20 hours of language training

These training courses must help the doctoral students to become more effective in their doctoral project, on the one hand, and contribute to the preparation of their future career on the other. The choice of training must be related to these two aims and competent advice may be sought from the thesis supervisor.

The mandatory 100 hours of training may be reduced in the following cases:

- **International Co-supervision:** the obligation will be reduced in proportion to the time spent in France or according to the information provided in the international joint supervision agreement
- **Thesis under a CIFRE agreement (funding in association with a company) or taking place significantly in a business environment:** transversal training is not required but 60 hours are to be completed either entirely in scientific training, or 40 hours (minimum) in scientific and 20 hours (maximum) in language training. The training on ethics and scientific integrity is compulsory.
- **Associative involvement:** proven involvement in doctors' associations or other public interest groups will be valued by means of a reduction of 5 hours in the minimum required for transversal training per year of involvement
- **Complementary activities of teaching, mediation, expert mission:** a reduction of 10 hours per block of 64 hours of complementary activities (or on a pro rata basis), limited to 30 hours over the duration of the thesis for cross-disciplinary training
- **In-company professional training or doctoral student with paid employment excluding thesis funding throughout the duration of the thesis:** total exemption from the training obligation except for training in ethics and scientific integrity, which is made compulsory by decree.
- **HEC doctoral students** who provide a certificate upon first registration in the Doctoral School describing the training courses followed during the course phase, thus validating the requirement of collective training no longer have the obligation of additional training within the DS. However, validation of training on ethics and scientific integrity remains mandatory.

Transversal and language training will be described and announced in the form of a catalog on ADUM. Registration will also be carried out via ADUM. For off-catalogue training and in particular scientific training (Master IP Paris course, Master HEC course, thematic schools, Master's modules, cycle of conferences or seminars, etc.), validation is not automatic but may be obtained by prior request from the head of scientific field. The consideration will be made subject to the provision of a certificate of attendance, to be submitted by the doctoral student on ADUM.

The Institut Polytechnique de Paris promotes the research work of doctoral students in compliance with the requirements of scientific integrity and research ethics. Doctoral students have access to training in the principles and requirements of research ethics and scientific integrity. They undertake to respect them throughout the duration of their doctorate. The Institut Polytechnique de Paris, the directors of doctoral schools, thesis directors, directors of research units and every person supervising or participating in the work of a doctoral student undertake to promote and support this commitment.

3.5 Doctoral School events

Welcome day

Each year, a welcome day for the DS will be organized, aiming to introduce newcomers to the DS and its environment and to benefit from this opportunity to offer appropriate scientific entertainment. The format of the day is to be decided annually by the executive committee and may call on contributions from laboratories, researchers or doctoral students of IP Paris and HEC Paris.

New doctoral students are required to attend this welcome day.

PhD graduation ceremony

A PhD graduation ceremony is organized annually by the doctoral school.

Other events

Several other events will be organized by the Executive Office, including: a series of lectures presented by internationally renowned figures, the thesis award per field and the prize for the best scientific production.

3.6 Co-supervision

With a view to consolidating the international dimension of the DS, to promote doctoral student mobility and develop scientific cooperation with foreign research teams, the DS encourages the implementation of the theses under co-supervision with foreign higher education establishments.

Applicants for a thesis under co-supervision must enroll jointly in the DS and the foreign higher education establishment with which the co-supervision agreement has been signed, in accordance with the rules laid down in the Decree of May 25, 2016 (modified by the Decree of August 26, 2022) on doctoral training (a single enrollment fee).

Research work must be carried out under the supervision and responsibility of the DS thesis supervisor and the thesis supervisor of the foreign establishment. Co-supervision is executed in the framework of an agreement binding both establishments and implicating a principle of reciprocity. It must be set up during the 2nd year of the doctorate at the latest. The thesis is completed by a single thesis defense in one of the co-supervision establishments.

Upon enrollment in the DS, information related to the preparation of a co-supervision agreement must be transmitted to the international relations department in charge of co-supervision and the doctoral school.

3.7 Gap period

Pursuant to the Decree of May 25, 2016 (modified by the Decree of August 26, 2022) on doctoral training, a gap year is possible.

Exceptionally, upon reasoned request from the doctoral student, an unbreakable gap period of a maximum duration of one year may occur only once, by decision of the head of the establishment where the doctoral student is registered, after agreement from the employer, where applicable, and

opinion of the thesis director and the director of the Doctoral School. It must lead to training, professional experience, and a civic service experience or a business creation project.

During this period, the doctoral student suspends his/her training and research work, but remains registered, if he/she wishes, within his/her establishment. This period is not counted in the duration of the doctorate. The establishment guarantees the doctoral student suspending his/her studies, registration in the doctoral training at the end of the gap period.

Authorization for the gap year results in the signing of an agreement between the doctoral student and his or her establishment (IP Paris or HEC Paris). Regarding the employment situation, the hiring organization (IP Paris or its member schools, HEC Paris, or the hiring organization) ensures the conditions for interruption or maintenance of the funding.

4 Thesis defense

4.1 Criteria to verify

The organization of the thesis defense supposes that the following criteria have been verified, under the responsibility of the thesis supervisor:

- The attainment of adequate original results in relation to the state of the art at the start of the thesis.
- The presence of sufficient scientific production in relation to the practices of the field. All fields combined; at least one acknowledged quality publication in a journal (published, accepted or under review) or in the proceedings of an international conference (published or accepted) is essential.
- The thesis manuscript, including adequate scientific matter, presented in a sufficiently convincing manner to obtain a favorable opinion from the reviewers, and whose quality of the presentation is acceptable in relation to the practices of the scientific community.

Thesis supervisors and all people supervising or participating in the work of a doctoral student undertake to promote and support doctoral students in compliance with the requirements of scientific integrity and research ethics.

4.2 Language of the thesis

French is the language generally used for the drafting of the manuscript and for the defense. Nevertheless, in view of the nationality of the reviewers, the composition of the jury and the nationality or professional project of the doctoral student, English is also accepted for the manuscript and defense. No other language is authorized except in exceptional cases of proven necessity, validated by the management of the doctoral school 6 months before the defense and subject to the provision of a 20-page summary in French or English. In all cases, if the written language is not French, a substantial summary in French must be provided (at least 4000 characters, 20 pages maximum).

4.3 Preparation for the defense

The preparation of the defense is a joint action carried out between the doctoral student, the thesis supervisor and the Doctoral School. It must be initiated well in advance of the defense, taking the incompressible nature of the deadlines into account. The following are required in particular:

- The names of the reviewers at least 3 months before the defense, accompanied where possible by the composition of the complete jury
- The complete jury at least 2 months before the defense

Moreover, the first legal electronic submission of the thesis must be done one month before the defense.

4.4 Composition of the jury

Each thesis must be evaluated by 2 reviewers (at least). The 2 rapporteurs must be authorized to direct research (HDR), or Professors or assimilated, external to the doctoral project, to IP Paris and HEC Paris, having no publication with the doctoral student, and with the supervisors in the past 3 years. To avoid situations of conflict of interest, the members of the juries and the rapporteurs responsible for evaluating the thesis are invited to declare their possible links of interest. The declaration of links of interest is a declaration on honor.

In accordance with the decree of June 15, 1992, permanent staff belonging to the bodies listed below are assimilated to university professors and have, as such, if they do not have the HDR, an equivalence to the HDR.

- Research directors [...] of public scientific and technological establishments (i.e.: CNRS, INRAE, IFSTTAR, INED, INRIA, INSERM and IRD).
- Professors and laboratory assistant directors of the Collège de France.
- Professors from the National Museum of Natural History.
- CNAM professors and laboratory assistant directors.
- The study directors of the School of Advanced Studies in Social Sciences.
- The study directors of the Ecole Pratique des Hautes Etudes, the National School of Charters and the French School of the Far East.
- Professors from the National Institute of Oriental Languages and Civilizations.
- Deputy directors of higher normal schools.
- Astronomers and physicists governed by decree no. 86-434 of March 12, 1986, as amended on the statutes of the corps of astronomers and physicists and of the corps of assistant astronomers and assistant physicists.
- Full astronomers and assistant astronomers governed by the decree of July 31, 1936, relating to the status of astronomical observatories.
- Full physicists and assistant physicists governed by the decree of September 25, 1936, relating to the status of institutes and observatories of earth physics.

Are considered as being assimilated to university professors, and a fortiori, benefiting from an equivalence to the HDR, the persons bearing the following titles, taken from the equivalence grid provided on Galaxie¹ which makes it possible to compare the titles, works and functions exercised in a higher education establishment from a country other than France by candidates for recruitment competitions for professors-researchers.

Researchers who cannot be assimilated to university professors according to the equivalence grid provided on Galaxie, and who work in a country where there is no equivalent diploma to HDR, can be considered, for the composition of a thesis jury, as having the equivalence of an authorization to supervise research, provided that they have been thesis director of at least three doctoral students who defended their thesis.

The jury is composed of:

- 4 to 8 members, including the thesis supervisor, at least half of which are Professors or assimilated and at least half of which are external to the doctoral project, at the doctoral school, IP Paris and HEC Paris. It is customary for the reviewers to be members of the jury, but this is not an obligation.

The jury must not include more than two (2) members involved in the management of the thesis, one if the jury does not exceed 5 members.

In accordance with decree n°84-431 of June 6, 1984, modified by decree n°2009-460 of April 23, 2009 - art. 58, a professor emeritus can participate in a thesis jury if he/she has been emeritus for less than three years, that he/she still directs or co-directs theses at the time of the defense and that he/she is the only professor emeritus of the jury. Under these conditions, a professor emeritus can also be a rapporteur. A professor emeritus cannot be the president of the Jury.

Parity must be considered in the composition of the jury, in proportionate relation to the scientific field in question. Furthermore, the president, who is appointed by consultation of the jury, must be a professor or assimilated. The jury proposal must provide at least one nomination for the role of president.

The jury may be completed by guests, who are not jury members.

The composition of the jury is validated by the president of IP Paris, after consulting the director of the DS, following its examination by the field manager, who may request modifications.

The composition of the jury is listed on both the doctoral degree and on the cover page of the thesis.

4.5 Organization of the defense and graduation

The defense is authorized by the president of IP Paris after consulting the director of the DS following examination by the head of the scientific field of the reports provided by the reviewers. In the event of significant dissatisfaction with the substance or the form of the manuscript, the doctoral student may be requested to postpone the defense and to revise the manuscript. In this case, the reviewers will be called on a second time to provide their opinion on the new version.

Except for duly justified exception subject to the consent of the DS (particularly for reasons of confidentiality), the defense is public. It is announced at least one week in advance, with details of the venue, time, title and summary of the thesis and the composition of the jury.

Prior to the defense, the jury must appoint a president. The latter must not be the thesis supervisor but must be a professor or assimilate (research director).

In accordance with article 19 of the decree of May 25, 2016 (modified by the decree of August 26, 2022), the thesis defense can be carried out by any means of telecommunication allowing the identification of the members of the jury and the doctoral student, and their effective participation.

The authorization to support remotely is given for the doctoral student by the president of the establishment, after agreement of the thesis director.

The technical means implemented endeavor to ensure the publicity of the debates. The confidentiality of the deliberations of the jury must be guaranteed.

The defense of the thesis by the doctoral student cannot exceed 1 hour, during which time he/she presents his/her work. It is followed by a question-and-answer session with the jury and members of the public, moderated by the president.

The deliberation involves all the members of the jury. The guests can be present, but they do not have a deliberative voice, as well as the thesis director.

Following the deliberation, the admission or deferment to the title of doctor is pronounced. If the jury has requested the introduction of corrections in the thesis, the doctoral student has a period of three

months to submit the corrected thesis in electronic form.

The minutes are signed by the president, the defense report is signed by the entire jury.

At the end of the defense and in the event of admission, the doctor takes an oath, individually by committing to respect the principles and requirements of scientific integrity in the rest of his/her professional career, whatever the sector, or field of activity.

The doctor's oath of scientific integrity is as follows:

« 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 rigor, 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. »

A certificate of diploma and the diploma itself can only be issued after the finalization of the second legal electronic deposit of the thesis.

5 Career development of doctors

On appointments of the reviewers, doctoral students are requested to enter information in the data system on publications resulting from their work, their immediate professional prospects and an electronic address in regular use. Doctors must remain in contact with the DS for a minimal duration of five (5) years and must update the address at which they can be contacted, thus enabling the monitoring of doctors' career development. Doctoral students undertake to respond to follow-up surveys carried out by the DS after their graduation, and reception teams undertake to foster contacts with their former students. The DS publishes its statistical data on the career development of doctoral students on its website, to help students prepare for their professional career.

6 Derogation and special cases

A certain number of derogations may be granted.

For doctoral students:

- A derogation from the master's degree requirement may be granted for the first enrollment
- Derogations from the training course requirements may be granted by the scientific field head, pursuant to the rules specified in paragraph 3.4
- Derogations relative to the duration of the thesis will be examined by the scientific field head and may be granted according to the progress status of the thesis and terms of funding (see 2.3.4 and 3.2)

For supervisors:

- The derogation from HDR must be requested prior to the application of the doctoral student. It will be granted by the President of the Research Committee only after a favorable opinion from the IP Paris Academic Council, of the Doctoral School executive office, and the HDR referent, based on an application presenting the research and doctoral management experience and undertaking to defend the HDR before completion of the thesis.
- The derogation from the number of supervised doctoral students (paragraph 2.2) is granted by the executive committee, considering the specific case of the supervisor in view of justified and recognized research needs, in addition to their supervision history and the career development of former doctoral students

7 Mediation and dispute settlement

The execution of a thesis over several years may give rise to disputes involving the doctoral student, management (thesis supervisor and/or co-supervisors), the team (student's immediate environment), the laboratory (the managing structure) or other departments within the establishment

academic life ensuring the principles of neutrality, fairness and collegiality. It includes actors from the doctoral project (doctoral student, thesis director, laboratory director), actors from the DS (DS management, field supervisor), the individual monitoring committee, representatives of doctoral students (councils from the ED, CA or CAc of IP Paris), staff representatives of the doctoral student's employer (public institution or Given its missions, the DS is the body automatically responsible for finding means to settle the dispute.

Several levels of action are identified. At all levels of action, the unit director is informed and ensures the link between the Doctoral School and the host establishment of the doctoral student(s) concerned, or even the employing establishment.

- **Level 0 (Protagonists):** Before implementing an action to resolve disagreements, the protagonists are invited, if the situation allows, to exchange directly and cordially, relying on the "Guide for the supervision and direction of doctorates at the Institut Polytechnique de Paris".
- **Level 1 (Informal referent and third-party mediator):** When direct exchanges between protagonists cannot take place or have not made it possible to resolve the disagreement, the protagonist or a third person of his choice (referent) informs the unit director and the Doctoral School so that a third-party mediator can be designated. The diversity of potential referents (doctoral student, representative of doctoral students, research-professors, member of the monitoring committee, member of the thesis project, of the laboratory, etc.) aims to facilitate taking initiative.
- **Level 2 (Field Supervisor):** When Level 1 of mediation did not make it possible to find a satisfactory solution for all or when this mediation could not be put in place, the Field Supervisor to whom the thesis relates is contacted as a representative of the Doctoral School, unless this Field Supervisor is a protagonist in the disagreement.

The Field Supervisor carries out a mediation action, impartially considering the opinion of each protagonist.

Where necessary, the doctoral students can contact the doctoral student representatives in different authorities (DS council, IP Paris academic council, IP Paris board of directors), the student life manager of IP Paris or HEC, as well as the psychological service of IP Paris.

- **Level 3 (Doctoral School Executive Office):** When Level 2 mediation did not make it possible to find a satisfactory solution for all or when this mediation could not be put in place, the DS Executive Office is called upon. The Field Supervisor (or, when necessary, a mediator or one of the protagonists) provides the DS Executive Office with a summary of the situation (object of the disagreement and actions already taken towards a mutually satisfying solution).

Based on this information, the DS Executive Office decides on the constitution of a Conciliation Commission to which the protagonists of the disagreement as well as any other person likely to clarify it will be invited to express themselves.

The members of the Conciliation Commission are designated by the Doctoral School Director among the actors of the private employer), and any other person who can shed light on the situation or be considered useful in the process.

After in-depth examination of the conflict, the Executive Office proposes one of the following:

- 1) The continuation of the thesis according to the initial doctoral project, in the case where a solution mutually satisfying for the protagonists has been identified.
- 2) The decision to continue the thesis according to a doctoral project distinct from that initially planned, subject to the feasibility of the new project (such as, change of thesis supervisor, provided that a new thesis director is identified and that this change can take place).
- 3) The decision to terminate the thesis, if it is noted that it is impossible to carry it out successfully (for example, in the event of proven unsuitability of the doctoral student in relation to the doctoral project). Termination of the thesis entails termination of the doctoral contract linking the doctoral student to the employer.

The members of the Conciliation Commission are notified of the decision and its consequences within 10 days from the date of the conciliation commission.

The stakeholders involved in the thesis (doctoral student, thesis supervisor, establishment, laboratory, etc.) are notified of the Doctoral School's decision.

Finally, the decision of the doctoral school can be appealed to the president of IP Paris or HEC Paris, who can take all the opinions and possibly appoint an external mediation body to resolve the conflict. Its final decision is sovereign and can only be contested by way of justice.

8 Fight against discrimination, harassment and sexist and sexual violence

Respect of the regulations and disciplinary sanctions:

The staff concerned and the students of the Doctoral School (doctoral students, thesis supervisors and co-supervisors, etc.) have the obligation to comply with the regulations of the Institut Polytechnique de Paris, its doctoral schools, and the host institution, as set out in their internal regulations, and must respect the members of the authorities and establishments, including the administrative staff of the Graduate School.

Furthermore, they are required to respect the fundamental principles of politeness, honesty and ethics during their interactions with each other and with their other interlocutors, in particular the heads of the Doctoral School, the members of the individual monitoring committee, their scientific collaborators, as well as all members of the laboratory(ies) and IP Paris.

Any observation of cases of discrimination, harassment, or violence, whether of a sexist or sexual

nature or not, must be reported immediately to the Doctoral School as well as to the body mandated by the host establishment to fight against discrimination and sexual violence so that it initiates an investigation. The Doctoral School initiates, with the host establishment, the necessary precautionary measures to ensure the safety of the victim or victims.

Any inappropriate conduct, such as moral harassment or sexist and sexual violence, discriminatory comments or behavior, will be subject to disciplinary sanctions up to and including exclusion.

9. Ethics and Scientific Integrity

Scientific integrity is defined as "the set of rules and values that must govern research activity to guarantee its honest and scientifically rigorous character".

Breaches of scientific integrity can take different forms, including:

- Plagiarism of the work of a third party
- The use of data without the authorization of an author or without reference to it
- Data falsification
- The results factory
- Concealment of conflicts of interest

Any observation of a breach of ethics or scientific integrity must be reported immediately to the Doctoral School as well as to the body mandated by the host establishment to ensure compliance with ethics, so that it initiates an investigation. The Doctoral School puts in place, with the host establishment, the necessary measures to, as far as possible, repair the harm done (withdrawal of publication, publication of corrections, etc.).

Whatever the research project or discipline, breaches of scientific integrity by the doctoral student may have serious consequences on the successful completion of the student's thesis and may, for example, result in a disciplinary and academic sanction, which may go as far as termination of the doctoral contract and exclusion.

10. Sanctions

Where applicable, disciplinary procedures must consider the fact that they come under IP Paris as the establishment of registration, the DS within its academic and scientific scope, the establishments hosting the premises in which the facts are unfolded, from the employing establishments, from the supervisory establishments where a laboratory is concerned and in compliance with their regulations and article R. 811-13 of the education code.

The disciplinary procedure, whether against a research-professor or a doctoral student, is initiated by the competent disciplinary section within the meaning of article R. 811-13 of the education code. If jurisdiction falls under IP Paris, it is the IP Paris Academic Council sitting in the disciplinary section, and possibly supplemented by representatives of unrepresented stakeholder establishments, which initiates the procedure.

11. Entry into effect of the rules of procedure and duration of validity

The rules of procedure are applicable for the duration of the 2022-2025 term of office.

The rules of procedure are subject to the approval of the board of directors of IP Paris and enter into force immediately accompanied by the deliberation of the board of directors of the vote of the rules of procedure or resolutions to revise these rules of procedure.

The rules of procedure in force are published on the website of the DS.

The rules of procedure can be revised at each council of the DS, the new version having to be submitted to the approval of the board of directors.

These rules of procedure were voted by the Board of Directors of IP Paris on December 15, 2022.

ⁱ https://www.galaxie.enseignementsup-recherche.gouv.fr/ensup/pdf/EC_pays_etrangers/Tableau_comparaison_au_26_septembre_2012.pdf