

The UPMC Charter for Doctoral candidates

The following having been taken into consideration:

- The French statute of 7th August, 2006 relating to Doctoral Education
- The European Charter for researchers and the Code of conduct for the recruitment of researchers, ratified by the UPMC Board the 10th July, 2006
- The UPMC quadrennial contract, adopted by the UPMC Board on the 13th July, 2006
- The missions of the UPMC Institute of Doctoral Education created by the Board on the 18th October, 2005

The following has been adopted:

THE UPMC DOCTORAL CHARTER

This charter defines the respective rights and obligations, as well as the reciprocal undertakings, of the doctoral partners, in order to ensure the objectives defined below in Point 1.

Concerned parties:

- The doctoral candidate, the young researcher in doctoral education
- The supervisor, supervising the research project
- The director of the research unit where the research project is being conducted
- The director of the related doctoral school
- The President of the University

The charter is to be signed by all the above-mentioned partners, after due process of recruitment and before the first registration for doctoral degree.

To guarantee proper application of the charter, it is to be brought to the notice of the general body of researchers and professor-researchers of the doctoral schools working with UPMC, as well as to the attention of all candidates for a doctorate at UPMC.

1. The doctoral degree

The doctoral degree is a professional experience, permitting the acquisition of high-level scientific proficiency and general skills relevant to management posts in all socio-economic sectors. It is based on:

- Conducting an original and innovative research project
- Continual training, at a personal level, in support of the research project and the development of the doctoral candidate's career plan

2. Recruitment and registration

The supervisor and his laboratory are responsible for the proposal of the doctoral research project before the recruitment of the candidate and to guarantee that the project is:

- Original, formative, innovative and feasible within the time limits of a doctoral project
- Coherent with the scientific strategy and competences of the laboratory
- Financially feasible, including the remuneration of the doctoral candidate

The choice of research project rests on the agreement between the doctoral candidate and the supervisor and is validated by the doctoral school.

Following a recruitment process by the graduate school, the first registration for the doctoral degree is clear and fair, following explicit, public criteria. It specifies the subject of the doctoral project, the hosting laboratory and doctoral school. The registration for doctoral degree must be renewed at the beginning of each academic year.

3. Financing the doctoral candidate and the duration of the doctoral project

The doctoral candidate shall receive, for the duration of the doctoral project, a salary for the research work as a contracted employee of UPMC or any other employer. This is defined by a contract of employment.

The director of the doctoral school ensures that the doctoral supervisor and the laboratory director have obtained the financing to enable payment of the salary before recruitment.

The referential duration of a doctoral project is thirty-six months, full-time. If the doctoral candidate already has a professional activity, a part-time doctoral degree may be possible but its duration may not exceed the equivalent of thirty-six months full-time.

A prolongation by derogation may be accorded by the University president at the request of the doctoral candidate and after a recommendation from the supervisor and the director of the doctoral school. This must also include the specifications for payment of the doctoral candidate for the complementary period.

The failure to respect the engagements on the part of the doctoral candidate may lead to termination of the doctoral program and the accompanying employment contract, following the defined due procedure and formally pronounced by the president on the recommendation of the supervisor and of the director of doctoral school.

Failure to respect the commitments on the part of the supervisor may lead to a reorientation of the doctoral candidate to another supervisor, following the recommendation of the director of the doctoral school.

4. Supervision of the research project

The supervisor agrees to follow-up regularly on the doctoral candidate's research project, setting aside a significant proportion of time for the effective supervision and orientation of the doctoral candidate as the research project progresses. Nevertheless, the supervisor shall also confirm that the doctoral candidate is showing proof of initiative as well as an increasing degree of autonomy throughout the research project. The doctoral candidate will be notified of the number of doctoral candidates the supervisor is managing.

Co-direction of a doctoral project is possible when the research project require co-operation between two teams (i.e. international co-tutored doctorate, doctorate in a business environment...) or when a research project calls for expertise specific to two research members of the same team. Such co-direction shall be proposed to the candidate and the doctoral school at the time of registration.

After due permission from the director of the doctoral school, a researcher, who has not yet obtained the Certification to Direct Research (HDR), may co-direct a doctoral project, under the main supervision of a researcher holding the HDR, until he obtains this certification. Such co-direction in no way releases the supervisor from regular and effective follow-up of the research project and the doctoral candidate's progress.

The maximum number of doctoral candidates per supervisor is subject to the decision of the University Scientific Council, following the recommendations of the doctoral school councils. Any eventual derogation is to be submitted to the Scientific Council.

5. Conditions necessary for the realization of a research project

The doctoral candidate agrees to a full-time commitment to the research project, to making regular reports to the supervisor concerning the progress of the project, as well as presenting it at laboratory seminars; to conform with the regulations of the laboratory and the establishment to which it is attached and to make good use of all the means made available; to respect the confidentiality of all information and to respect the charter of intellectual property.

The supervisor and the director of the laboratory define and obtain the means to be made available to the doctoral candidate for the execution of the research project within the

expected time. Fully integrated into the laboratory, the doctoral candidate has the same access as permanent research team members to equipment, documentation, and both national and international seminars and conferences to present the results of the research project.

Any additional conditions of employment must be annexed to the employment charter.

6. Follow-up of the research project

The doctoral school is responsible for the proper progress of the research project and for the respect of the timetable and of the engagements mentioned in this charter. To this end, it shall put in place monitoring procedures including bringing in outside experts whose recommendations are to be communicated to the doctoral school, the doctoral candidate and to the supervisor. For example, this follow-up procedure could be organized by a tutor and/or through a mid-thesis review committee.

7. Plan for the doctoral candidate's continuing education

The doctoral school is responsible for organizing the continuing education of doctoral candidates and their professional future, using the range of continuing education offers from the Institute of Doctoral Education.

The plan of continuing education for each doctoral candidate is decided and put in place at the beginning of the doctorate and regularly updated in collaboration with the supervisor. It must be validated by the doctoral school. There shall be a balanced choice— as defined by the doctoral school—of scientific courses that are both in-depth and introductory, in combination with courses to learn about organizational structures and the employment market, based on the specifics of the candidate's professional career plan.

If it is not already the case, the doctoral candidate commits to mastering a foreign language for international communication in their chosen field, with the attestation of an internationally recognized diploma.

The doctoral candidate commits to participating in the training courses in which they are registered and to attending information meetings and scientific conferences organized by the doctoral school and the Institute of Doctoral Education, organizing their research work around these events as necessary.

The supervisor and the director of the laboratory commit to enabling the doctoral candidate to participate in the above-mentioned activities, whether stated at registration or as the result of the doctoral school's initiatives.

8. Follow-up of the personal career plan

As soon as the doctoral candidate is registered, the doctoral school is responsible for the supervision of the doctoral candidate's career plan and will make the existing information and training courses available to the candidate, particularly the resources at the Training and Career Department of the Institute of Doctoral Education and of the UPMC Doctorate Association.

The doctoral school, in partnership with the UPMC Doctorate Association, follows the career path of those who have received a UPMC doctorate, and who, in return, commit to informing the school and/or the Association of their career developments.

9. Defense of the thesis

The authorization to defend a thesis is accorded by the President of the University, based on the recommendation from the candidate's supervisor, the director of the doctoral school, and the thesis commission.

The director of the doctoral school bases his recommendation on reports from two experts who are qualified to direct the research project, and who are external to the doctoral school and the establishment. These experts are designated by the President of the University at

the suggestion of the director of the doctoral school, following the supervisor's recommendation. These reports are communicated, before the defense of the thesis, to the candidate and the members of the jury.

The jury, composed of 3 to 8 members, of whom at least half must be qualified people external to the doctoral school and University, is designated by the President of the University, following the recommendations made by the thesis commission, the supervisor and the director of the doctoral school. If the supervisor is included on the jury, he is not permitted to be elected president or spokesman of the jury at the initial meeting of the jury for the defense.

10. Publication, confidentiality and exploitation of doctoral research work

The quality and impact of a doctoral project, as for any research project, is measured by the publications, patents and industrial reports resulting from it.

The doctoral candidate shall always be included among the names of authors appearing on all publications or reports directly resulting from their work, including after the defense of the doctoral project. In the case where a patent is registered in relation to the work of the thesis, the doctoral candidate shall figure as the inventor on the declaration of invention as soon as the inventive contribution, preferably backed-up by the laboratory notes, has been proven. The invention quotient must be validated by the technology transfer department. The supervisor and the laboratory shall advise the doctoral candidate on the approach and strategy to disseminate and transfer research work, as well as on publication and the best scientific communication via journals and conferences. The doctoral candidate recognizes that he is bound by an obligation of discretion in regard to third parties and commits to maintaining confidentiality on all information and materials, in whatever form, of which he has knowledge during the time spent on the research project and in the laboratory—including in other organizations—if any such information has not yet been made public.

The doctoral candidate is bound not to publish or make written or oral reports without first receiving permission from the director of the laboratory and from the supervisor.

In addition, the doctoral candidate is bound to reveal the results obtained during execution of the research project to the supervisor and the laboratory and, in the case of exploitable results, including software and biological materials, the doctoral candidate is bound to inform the employer, (the DGRTT department of UPMC), as well as to respect all rights of intellectual property attached to such results.

11. Procedures of mediation

In the case of conflict between a doctoral candidate and the supervisor and/or the director of the laboratory, the director of the doctoral school should listen to all parties and propose an appropriate solution that is subject to the approval of the doctoral school council. If such mediation should fail, or if the conflict involves the director of the doctoral school, mediation may be sought from the director of the Institute of Doctoral Education, and then from the President of the University, who takes into consideration all the parties and, where necessary, can designate an external mediator to resolve the conflict.

12. Particular dispositions

If the doctorate is organized in partnership with another establishment, the parties shall conform to the particular dispositions mentioned in the partnership contract agreement and be made known to the co-signees of this charter. UPMC commits to acting in the interests of protecting this charter when preparing partnership agreements.