

INTERNAL REGULATIONS

Doctoral School of Informatics and Mathematics (MSTII)

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Acronyms

ADUM	Accès Doctorat Unique et Mutualisé (centralized database for PhD students)
ED	Doctoral School
CED	Doctoral College
CD3	Commission for Doctoral Exemptions and Waivers
CSI	Individual Monitoring Committee
EPE	Experimental Public Institution
ETP	Full-Time Equivalent
HDR	Accreditation to supervise research
M2	2nd-year Master's student
RI	Internal Regulations
RST	Thesis progress report (extracted from ADUM)
STS	Science, Technology and Health
UGA	University Grenoble Alpes (currently UI after EPE)
UI	Integrated University
VAE	Validation through work experience

Definitions

Within the context of these regulations, the following definitions are applicable:

Admission to PhD studies ADUM	authorization granted to a candidate to enroll for the first time for doctoral studies. Accès Doctorat Unique et Mutualisé, administrative and scientific management software for PhD students.
Doctoral college (CED)	cross-disciplinary component of the UGA structure responsible for the institution's doctoral policy. It groups together the Doctoral Schools, organizing study courses for PhD students and preparing them for their careers after their PhD.
CD3	Commission for Doctoral Exemptions and Waivers, a Doctoral College commission which brings together the directors of all the doctoral schools who meet every month to examine requests for exemptions and waivers concerning PhDs and HDRs.
Doctoral contract	3-year employment contract between a PhD student and a higher education or research institution enabling the student to prepare a doctorate.
Joint PhD	agreement signed between a French higher education institution authorized to award PhDs and a foreign higher education institution with the same powers, the aim being to produce a jointly supervised PhD thesis resulting in the awarding of a dual PhD degree.
Co-supervision	when a thesis is supervised by several researchers or faculty members with accreditation to supervise research, which may or may not be in the context of a joint PhD.
Co-tutoring	co-tutoring is when the person guiding the PhD student (in addition to the thesis supervisor) is not HDR accredited.
CSI	Individual monitoring committee
Exemption	request for permission to re-enroll beyond the legal deadline for completing the PhD.
PhD student	student enrolled in a PhD program of studies in a doctoral school.
Subject courses	courses related to the scientific field of the thesis.
Transversal courses	courses on research methodology, irrespective of the scientific field.
Career development courses	courses preparing PhD students for their future academic or non-academic careers
HDR	Accreditation to supervise research, French higher education diploma.
BIATSS	non-teaching librarians, engineers, administrative staff, technicians, social workers and health workers in education and research institutions and administrative departments in the French public sector.
IDEX	project selected in the context of the French "Initiatives d'Excellence" scheme. In Grenoble, the IDEX project is "Université Grenoble Alpes - Université de l'innovation" which aims to create an integrated university (UI) with an excellent international reputation.
Enrollment	registration in the first year of PhD studies, authorized by the head of the university, based on a proposal by the director of the doctoral school, after the thesis supervisor and the director of the research unit or the research team have approved the project and the conditions for its completion.
Host research unit	research unit recognized by the Ministry of Research, or research bodies (CNRS, INRA, etc.), affiliated to the doctoral school and hosting PhD students.
Re-enrollment	renewal of enrollment at the start of every academic year.
VAE	Validation through work experience, system that recognizes that skills and knowledge gained through professional experience can be exploited in order to obtain a diploma.

Preamble

Having regard to

- the Decree of May 25, 2016 setting out the national framework for studies and the procedures leading to the awarding of the national PhD degree,
- the Decree of January 6, 2005 relating to international joint PhDs
- the Decree of April 23, 2009 relating to doctoral contracts in public higher education institutions, amended by the Decree of August 29, 2016,
- the statutes of the Doctoral College (CED) of Université Grenoble Alpes (UGA) approved by the UGA Administrative Board sitting on May 25, 2020
- the internal regulations of the Université Grenoble Alpes Doctoral College approved by the CED Council sitting on June 8, 2021.
- the ministerial order of June 2, 2021 relating to the accreditation of Université Grenoble Alpes for awarding national diplomas.

The purpose of these internal regulations is to set out the practical measures required to implement these provisions and to specify, by complementing the legal texts if necessary, the policy of the Doctoral School (ED) in the following areas: governance, admission of PhD students and enrollment, student monitoring, training, international relations, building a professional project, thesis defense, mediation, HDR committee. They constitute the reference working document for ED stakeholders: PhD students, laboratory directors, thesis supervisors and teachers.

These internal regulations (RI) set out the main administrative procedures relating to the MSTII doctoral school. Regarding the preparation of a PhD or Accreditation to supervise research (HDR) at ED MSTII, PhD students, teachers, thesis supervisors, and HDR candidates can also refer to the legal texts concerning PhD studies by clicking on the items below, which will direct you to the corresponding URL of legifrance.gouv.fr):

- Decree of May 25, 2016 setting out the national framework for studies and the procedures leading to the awarding of the national PhD degree,
- Decree no. 2016-1173 of August 29, 2016 amending decree no. 2009-464 of April 23, 2009 relating to PhD students under contract in public higher educational or research institutions,
- Decree of November 23, 1988 relating to accreditation to supervise research (HDR)

The different sections on the ED MSTII website, available in both French and English, reproduce some elements of these regulations, but it is these regulations themselves that will prevail legally and which are updated as a matter of priority.

Terms used in this document are gender-neutral, and in particular, the terms, “PhD student” (student working on their thesis), “candidate” (2nd-year Master’s student presenting a thesis project) and “thesis supervisor” (main HDR supervisor) are generic and represent both males and females.

The term UGA is used to refer to Université Grenoble Alpes.

Introduction

ED MSTII is one of the doctoral schools of the universities and educational institutions in Grenoble. It is dependent on the internal regulations of the Doctoral College (CED), of which it forms a part within the structure of UGA. For its internal operations, ED MSTII has a Management Board, a Bureau and a Council.

ED MSTII's missions are as follows: to ensure the quality of candidates recruited to the PhD program and applying for accreditation to supervise research (HDR) and of the teaching provided; to ensure that the doctoral charter is respected; to monitor thesis work; to supervise measures relating to the authorization to enroll or re-enroll each year; to manage the termination of theses when necessary; to organize the composition of defense juries, manage the opinions of external referees (rapporteurs) and authorize thesis defenses. ED MSTII offers PhD students courses that are useful or mandatory for the completion of their research project and their professional project. The Doctoral School works in conjunction with the CED to assist graduates with professional integration and promote the PhD. ED MSTII is accredited by the relevant Ministry and is regularly assessed by HCERES.

It is the responsibility of the thesis supervisor and the host laboratory to ensure the scientific, material and financial conditions to ensure that the thesis progresses smoothly and to support PhD students in preparing their thesis project, especially in the choice of courses offered.

The purpose of these regulations is to set out a common framework for all PhD students. Exemptions from some of the rules set out below are possible, provided that they are justified and validated by ED MSTII. In particular, doctoral students working on a joint thesis may require some slight adjustment to these regulations in order to comply with the agreement drawn up between the partner universities.

These regulations and other relevant information are available on the ED MSTII website.

All information on administrative matters relating to PhD students can be found on the national portal ADUM (Accès Doctorat Unique et Mutualisé), the reference database used by ED MSTII.

It is the responsibility of the thesis supervisor and the PhD student to consult and follow the ED MSTII procedures described in these regulations throughout the PhD course. Note in particular the following:

- **on ADUM, regularly update the items required by ED MSTII for monitoring a thesis project,**
- **every year, produce a progress report, set up the individual monitoring committee (CSI), ensure that the corresponding CSI report (fiche-CSI) has been signed,**
- **every year, enroll in ED MSTII at the start of the academic year, i.e. June-July and September-October (NB: the signed CSI report is required),**
- **two months before the thesis defense, set up the defense jury.**

These regulations describe the organization of ED MSTII chapter by chapter. Chapter I (starts with section 1) covers the governance of ED MSTII, the PhD is dealt with in Chapter II, while Chapter III covers items related to the HDR.

The ED MSTII internal regulations are submitted by the Director of ED MSTII to the ED MSTII Council for approval, then presented to the CED Board of Directors for validation.

1 ED MSTII

1.1 Disciplines

ED MSTII and its affiliated HDRs cover the fields of Mathematics, Science and Information Technology, and Computer Science. Thus, in scientific terms, research projects are distributed throughout the four specialties that correspond to the ED MSTII disciplines:

- Computer science,
- Mathematics,
- Applied mathematics,
- Computational mathematics

1.2 Research laboratories affiliated to ED MSTII

The list of research laboratories is available on the website.

1.3 HDR supervisors affiliated to ED MSTII

The list of HDR supervisors with their respective research laboratories is available on the website.

1.4 ED MSTII missions

Under the responsibility of UGA's accredited institutions, ED MSTII organizes enrollments, monitoring, training, and thesis defense, so that PhD students will be well prepared for their future professional activity at the end of their doctoral training for research through research.

To achieve this, ED MSTII:

- implements its admission policy for PhD students,
- manages the competition for awarding UGA doctoral contracts (ADR) and submits a list of candidates for these doctoral contracts so that successful PhD students will be able to prepare their thesis and defend it in the best possible conditions;
- offers PhD students courses that promote interdisciplinary work and the acquisition of a wider scientific culture, including knowledge of the international framework of research;
- ensures that every PhD student receives training in the ethics of research and scientific integrity;
- ensures the quality of the course, in particular by putting individual monitoring committees in place for PhD students and by offering student supervisors some training or directed support;
- provides an opinion on requests for the affiliation of research units or teams and HDRs.
- proposes and manages mediation in the event of conflict in the running of thesis projects.

1.5 Organization of ED MSTII

At present, ED MSTII operates with a Council made up of 26 members and a Bureau with eight members. It is run by a Director assisted by five heads of specialties corresponding to the scientific specialties of ED MSTII (two for Computer Science, one for Mathematics, one for Applied Mathematics, one for Computational Mathematics) and two administrators representing 140% full-time equivalent. These eight members form the Operational Bureau, whose work is scrutinized and validated by the ED MSTII Council.

1.6 ED MSTII Council

1.6.1 Competencies of the ED MSTII Council

The Council deals with the implementation and the monitoring of these internal regulations, training policy, and the smooth running of ED MSTII overall. In particular, it monitors the transparency and appropriateness of the procedure for awarding the doctoral contracts allocated to ED MSTII. Its members represent a link at different levels between ED MSTII and its participants (PhD students, thesis supervisors, research laboratory heads).

1.6.2 Composition and appointment of the ED MSTII Council

The composition of the Council is based on a proposal by the Director of ED MSTII and validated by the Council of the Doctoral College (CED). The ED Council is made up of 26 members and 4 permanent invited members representing the various structures involved in ED MSTII; the list is available on the ED MSTII website.

Current composition with their representation:

- Heads of the specialties covered by ED MSTII
- Representatives of the research laboratories at ED MSTII
- Two representatives of IATOSS personnel at ED MSTII
- Scientific experts external to ED MSTII
- Representatives from the industrial and economic sectors within the scope of ED MSTII
- Representatives of ED MSTII PhD students
- Representatives of CED structures and research bodies, who are permanent invited members.

1.6.3 Electing PhD student representatives to the ED Council and their role.

The two PhD student representatives are elected by the PhD students for the duration of their doctoral studies. An election is called when a replacement is needed for a student who has completed their thesis.

1.6.4 Functioning

This council meets with all its members twice a year, usually in July and December.

1.7 Director of ED MSTII

1.7.1 Appointment of the ED MSTII Director

The Director of ED MSTII is appointed by the President of Université Grenoble Alpes, based on a proposal from the ED MSTII Council, and on the advice of the CED Council and the Research Commission of UGA's Academic Council, in accordance with Article 15 of the CED Internal Regulations. The director is appointed for four years.

1.7.2 Eligibility

The Director of ED MSTII is an HDR researcher in a laboratory affiliated to ED MSTII, and must be affiliated to ED MSTII for their thesis projects.

1.7.3 Nomination procedure

A vacancy is announced to the HDRs internally in ED MSTII to attract applications. Candidates apply to the ED MSTII Council, which votes on their proposed nomination to be put forward to the CED.

1.7.4 Remit of the ED MSTII Director

The Director of ED MSTII implements the doctoral school's policies relating to science, education and career development for PhD students, in consultation with the CED.

The Director organizes the running of ED MSTII and in particular validates enrollments and re-enrollments in ED MSTII, thesis defense juries, joint PhDs, etc.

1.8 ED MSTII Bureau

The Bureau meets regularly every term and occasionally whenever necessary at the request of the Director, to deal with ongoing operational matters relating to ED MSTII. It puts forward proposals, implementing them when they are voted by the ED MSTII Council.

1.8.1 Composition of the Bureau

Bureau members are appointed from among the HDR researchers affiliated to ED MSTII so as to represent as many as possible of the different ED MSTII laboratories, institutions and specialties. ED MSTII administrative staff and also the Director form part of the Bureau. The Bureau currently consists of eight members.

1.8.2 Appointing members of the Bureau

The appointment of members of the Bureau is based on a proposal by the Director of ED MSTII and validated by the Council.

1.8.3 Competencies of the Bureau

The Bureau deals with the functioning of ED MSTII and in particular the jury that compiles the list of proposals for doctoral contracts (ADR). Members of the Bureau are appointed as specialty heads for ED MSTII. In this role, they participate in the CSIs of PhD students in their specialty and thus represent ED MSTII. Because of this proximity, they become involved in the resolution of any conflicts that may arise during the thesis. Members of the Bureau may represent the ED MSTII Board if necessary.

2 PhD thesis project

Enrollment for doctoral studies depends primarily on the ED MSTII Board. No thesis may start or continue without the Board's formal approval.

2.1 Admission

ED MSTII pays careful attention to the quality of candidates it recruits and requires at least the following for assessment of all new applications:

1. Applicant's full CV accompanied by their grades, honors and ranking for higher education diplomas with details at least for those obtained at 2nd-year Master's level,
2. Details of the proposed thesis project (thesis subject). When a candidate enrolls, this detailed thesis project is required in order for an application to be considered.
3. A letter of support and motivation from the thesis supervisor, mentioning at least the funding provision for 36 months, the process for selecting the applicant with the number of applications examined, the quality of the interviews, and the applicant's strong points in relation to the thesis project.

Enrollment depends tacitly on the agreement of the director of the host research laboratory and the HDR thesis supervisor, both affiliated to ED MSTII, who sign the application.

For details about compiling the administrative application on ADUM and the documents to be provided, see the ED MSTII website (heading "1ère inscription" (1st enrollment)).

2.1.1 Diplomas required

Diplomas entitling applicants to enroll for a doctorate:

- French full Master's degree (120 ECTS), usually on a research track (M2 or engineering diploma with an end-of-studies internship in a research framework),
- Foreign diploma equivalent to the Master's degree, usually corresponding to 5 years of study at university and including training in research. In this specific case, the candidate's application must be approved by the Doctoral College's Commission for Doctoral Exemptions and Waivers (CD3), which meets once a month from September to July.

2.1.2 Conditions of admissibility

The candidate will work on their thesis under the responsibility of a supervisor accredited to supervise research (HDR) and affiliated to ED MSTII.

The application file must include all the required documents, in particular the study agreement, duly completed to avoid any unnecessary back-and-forth. ED MSTII draws attention to the contents of the Doctoral Charter, which defines the rights and responsibilities of all parties: PhD student, thesis supervisor and head of the research unit.

It is important that the academic enrollment at ED MSTII and the administrative enrollment at the Doctoral College are completed before the start of the employment contract (e.g. doctoral fellowship) or in accordance with the regulations (e.g. CIFRE, CDD, CDI). ED MSTII therefore recommends that applicants deal with all these procedures sufficiently early so that their application can be processed in the best way possible. The application must be complete when submitted to ED MSTII, where its admissibility will be considered.

2.1.3 Conditions relating to scientific aptitude

The application is assessed to estimate the likelihood of the thesis project's being successful and thus avoid failure during the doctoral program. The candidate's academic level must therefore be sufficiently high to ensure that they can continue to the higher education level at university. It is recommended that the application contains elements linked to the subject field of the thesis project.

ED MSTII may refuse the application if the candidate's academic level is considered too low (no honors or "pass" grade only or poor ranking), if the candidate's educational path does not seem to match the thesis project, if the project does not fall within the subjects covered at ED MSTII and for any other reason considered unacceptable.

2.1.4 Funding

Enrollment for a doctoral thesis is not possible without funding.¹ Funding should cover the duration of the thesis, i.e. at least three years. Funding usually consists of a three-year doctoral contract, or a fixed-term contract (CDD) renewable for a minimum of three years, or an open-ended mission contract (CDI) or any other CDI or proof of sufficient income for three years. For traditional forms of funding, the minimum amount is that fixed for doctoral contracts (i.e. €2,300 gross per month in 2021) and an amount at least equal to the legal minimum wage in France is required for other arrangements.

As a general rule, funding is dependent on re-enrolling annually at ED MSTII. This re-enrollment requires the approval of the members of the CSI, the thesis supervisor, the head of the research unit, and the director of ED MSTII.

Part-time theses are extremely rare at ED MSTII and should be discussed with the Board.

2.2 Annual enrollment

PhD enrollment takes place every year, in two stages: academic enrollment (at ED MSTII) and then administrative enrollment at UGA (academic office). These two enrollments run together and cover the university calendar from September to August. However, the thesis defense may be held up to the end of the calendar year of the last enrollment.

2.2.1 Academic enrollment

Academic enrollment is carried out at the ED MSTII secretariat and uses documents that the candidate has uploaded onto ADUM. In particular, in first year the following are required: application file, Doctoral Charter, study agreement.

ED MSTII pays particular attention to the smooth running of the thesis project. Every re-enrollment is dependent on approval from the Individual Monitoring Committee (CSI), the thesis supervisor, the head of the research unit and the director of ED MSTII.

2.2.2 Administrative enrollment

Administrative enrollment is carried out at the UGA office after the file has been transferred by the ED MSTII secretariat.

2.2.3 Re-enrollment in fourth year

This enrollment requires a special dispensation, but is a fairly common case and there is no problem if funding is available. Generally speaking, the writing stage is in progress and the defense has been programmed. In addition to approval by the CSI, this dispensation must be validated by the CD3 of the CED.

2.2.4 Re-enrollment in fifth year

This requires the approval of the CSI, and a special dispensation, the writing stage must be 75% complete (the PDF of the typewritten document is required) and the thesis defense must be programmed. This dispensation must be validated by the CD3 of the CED.

1. Art. 11 of the Decree of May 2016 and Art.3 Chap 2 Internal Regulations, CED UGA.

2.2.5 Enrollment in sixth year

This enrollment requires the approval of the CSI, and a special dispensation, which is approved only in exceptional cases. The writing must be 99% complete (the PDF of the typewritten document is required) and the date of the thesis defense must be set. This dispensation must be validated by the CD3 of the CED.

2.3 Thesis supervision

Every PhD student is supervised mainly, either at 50% or 100%, by an HDR researcher affiliated to ED MSTII² or by a researcher³ from ED MSTII who has obtained a temporary authorization to hold the HDR.⁴ If necessary, the rest of the supervision is carried out by one or more co-supervisors/co-tutors.

2.3.1 Supervisor

Only a person who is HDR accredited and is affiliated to ED MSTII may be a thesis supervisor.

2.3.2 Co-supervision and co-tutoring

A co-supervisor has HDR accreditation, a co-tutor does not. This type of collaboration allows for another subject specialty or doctoral school to be associated with the thesis project. Supervision is limited to a maximum of four people, two of whom may be non-HDR.

2.3.3 Supervision ratio

In order to guarantee a level of quality in the supervision provided, within the limits fixed by the CED, the supervision ratio for HDRs in ED MSTII must not exceed 300% with 5 students being supervised simultaneously with constant turnover.

2.4 Funding and doctoral contracts

There are several types of contract, depending on the source of funding and changes in the law.

2.4.1 Recruitment procedure for Doctoral Contracts awarded by UGA

Université Grenoble Alpes offers a certain number of doctoral contracts, called "Allocation De Recherche" (ADR). ED MSTII usually obtains about fifteen of these ADR UGA each year.

Selection process The selection process is organized competitively. Board members form a jury to examine the applications. At the end of their deliberation, the jury may reject any application considered to be incomplete or unsuitable for continuing on to doctoral studies. The jury produces a list of successful candidates and an additional list of the remaining candidates in order of merit.

Once the candidates have been ranked in this way, the list is presented to the ED Council for validation.

After the Council meeting, the candidates on the main list are contacted to set up their ADR UGA. If a candidate on the main list withdraws, then the candidates on the additional list are contacted, in order of merit, and offered the contracts. When all of the additional list has been used up, any further withdrawals result in the ADR UGA being returned to the CED for general distribution.

2. Note that the supervision ratio must be respected, see paragraph 2.3.3.

3. With a view to completing their HDR qualification before the PhD student's thesis project comes to an end.

4. A request must be made to the HDR Commission of ED MSTII and if granted it must be validated by the CD3 of the CED.

Assessment criteria Applications are assessed principally according to candidates' academic merit. Further criteria related to ED MSTII and scientific policy and maintaining balance, supervision ratio or distribution of resources may be applied subsequently to differentiate similar applications.

2.4.2 Other Doctoral Contracts (CIFRE, IDEX, ANR, Handicap, private contracts, etc.)

The other providers of doctoral funding have their own selection process. Industrial contracts can be dealt with as they arise. In order to respect a degree of fairness between all providers, candidates' applications are assessed by the head of the specialty in comparison with the academic level of the ADR UGA additional list. This is to ensure that the candidates who are put forward can be merged into this list.

2.5 Individual Monitoring Committee

2.5.1 PhD students

The provisions of the Decree of May 25, 2016 specify that each PhD student should have their own individual monitoring committee (CSI), which meets annually and includes an external expert.

2.5.2 Missions

"In accordance with the Decree of May 25, 2016, an Individual Monitoring Committee (CSI) is set up for each PhD student to ensure that the course runs smoothly, based on the doctoral charter and the study agreement. In an interview with the PhD student, the committee assesses their study conditions and progress made in their research. It makes recommendations and sends a report of the interview to the director of the doctoral school, the PhD student and the thesis supervisor. In particular, it is attentive to preventing any form of conflict, discrimination or harassment".

All PhD students at ED MSTII set up a CSI before re-enrolling each year in September-October. The CSI delivers a report on the scientific progress and the smooth running of the thesis. This CSI report "fiche-CSI" is described in section 2.5.6. **It is an important document, needed for the re-enrollment file, which has to be uploaded onto ADUM.**

The PhD student may also contact committee members at any time for advice, problem-solving, or any discussion⁵ necessary for the smooth running of the thesis project.

2.5.3 Composition

At ED MSTII, the individual monitoring committee is made up of at least two people:

1. **An expert in the subject field, from outside** the Grenoble academic community, not necessarily HDR, chosen by the PhD student with the agreement of the thesis supervisor.
2. **Head of specialty** appointed by ED MSTII, non-specialist in the subject, but must be HDR, a point of contact from the student's first enrollment.

The PhD student participates in forming their CSI, with help from their advisors. PhD students enrolled in first year must quickly identify an external expert, so that they can organize the CSI that they will need for their next re-enrollment in September-October in good time. The composition of the CSI is validated by the ED Board via ADUM.

5. Because the head of the specialty, HDR, CSI member, assigned by ED MSTII, is close at hand, the student is able to obtain an appointment quickly if any problems arise.

2.5.4 Functioning

Members of the CSI must receive a **progress report** from the PhD student in advance, as described in section 2.5.5. The PhD student must then organize interviews with members of their CSI. Finally, the CSI members issue a detailed report on the thesis project, as described in section 2.5.6.

The PhD student must organize the interviews with their CSI in person or by videoconference, to present their work and describe their working conditions. The process must follow three distinct steps:

1. the PhD student with the members of the CSI, at least the external expert, and other participants if the student so wishes: presentation of progress and discussion,
2. the PhD student with the members of the CSI, at least the external expert: interview without the thesis supervisor(s),
3. the members of the CSI, at least the external expert: interview with the thesis supervisor(s) without the PhD student.

The student's progress report and the interviews will guide the members of the CSI as they record their opinions on the progress of the work in their report.

ED MSTII recommends that the PhD student keeps the same external expert for successive CSIs. An external expert from the CSI may act as external referee (rapporteur) for the thesis, provided they have not participated in the research work, they are not the PhD student's co-author and they are HDR when the defense jury is formed.

2.5.5 Annual progress report on the thesis project

The PhD student's progress report may take several different forms, depending on the progress made with the thesis project. The student must simply ensure that a good assessment can be made of their progress in their research work and in their working relations in the thesis project when the CSI members read it, especially the external expert. For example, at least consider the following:

- if the PhD student has not yet written anything, this report can provide the ideal opportunity to start writing part of the theoretical introduction, or the state-of-the-art review, or the methodology, or a chapter of results, or something else, explaining how this part will fit into the project as a whole or into the text of the thesis,
- if the PhD student already has some publications (reports, articles, conference proceedings, book chapter, presentations, etc.) the report can include these items directly in an appendix, describing how they will fit into the project as a whole or into the text of the thesis.

The progress report also includes all the documents traditionally required in a professional annual report adapted to the context of the thesis:

- an extended CV including the following:
 - responsibilities (if applicable),
 - teaching work (if applicable),
 - courses taken,
 - references of publications (if applicable).
- a detailed and realistic calendar setting out the coming year. **It is essential that in the third year this calendar should start from the time the request is made for re-enrollment and include the thesis defense.**
- any information that could be useful regarding the running of the thesis project (problems, difficulties, illness, funding, equipment, etc.).
- portfolio (if applicable).

The full progress report, validated by the thesis supervisor, is sent to members of the CSI at least one week before the interviews.

2.5.6 CSI annual report on the thesis project

The CSI report⁶ covers the annual proceedings of the CSI and annual activity regarding the thesis project.

This document contains all the information on the PhD student's work with the opinions of the head of the research unit and the supervisors, which is sent to members of the CSI. Thus the members of the CSI produce a detailed opinion which forms part of the CSI report ("**fiche-CSI**").

Grouping all the information together in this way is useful for the CSI members and facilitates discussion during the CSI interviews. In addition, it enables CSI members to observe progress being made and to flag any problems or conflicts.

The CSI report is made up of different sections:

1. a section for the PhD student with some short questions and a space for comments which enables the different signatories to assess how the student feels about their working conditions,
2. assessment by the thesis supervisor,⁷
3. detailed opinion, recommendations and signature of the external expert, member of the CSI,
4. signature of the PhD student and any comments they wish to make,
5. signature of the thesis supervisor, and any comments they wish to make,
6. signature of the head of the research unit and any comments they wish to make,
7. opinion and signature of the specialty head at ED MSTII, member of the CSI.

The CSI report is completed by the PhD student with all the relevant information, to the best of their knowledge. It is submitted to the thesis supervisor and the head of the research unit for their opinion, before being sent to the external expert.

When the CSI report is returned by the external expert, the PhD student reads it, makes comments if necessary and signs it, then passes it to the thesis supervisor and the head of the research unit for their signatures. **The CSI report with the opinion of the external expert is then uploaded onto ADUM⁸ by the PhD student.**

The uploaded CSI report is then automatically sent via ADUM to the specialty head, who is also a member of the CSI. They then read the document, add their opinion and sign it directly on ADUM.

ED MSTII will keep this CSI report as part of the monitoring of the thesis project.

When dictated by the calendar, i.e. when a first enrollment happens later than April or re-enrollment takes place when the jury has been formed and the date for the thesis defense has already been set, a simplified version of the CSI report is validated only by the specialty head. This simplified CSI report is made available at the ED MSTII office.

2.5.7 CSI report / Re-enrollment process

When assessing whether it is appropriate for the PhD student to re-enroll, the director of the ED bases their opinion on the CSI report, which contains the opinions of the members of the CSI, the thesis supervisor(s), and the head of the research unit.

2.6 Part-time theses

These are extremely rare at ED MSTII. In theory, the part-time thesis simplifies the process for obtaining a dispensation for years 4, 5 and 6.

6. Can be downloaded from <https://edmstii.univ-grenoble-alpes.fr/la-these/comite-de-suivi-individuel-csi/>

7. Can be copied by the PhD student from the ADUM file

8. CSI tab.

2.7 Gap year

In exceptional cases and with the agreement of the supervisors, a single break can be organized, of a maximum of one year, provided the project is presented to ED MSTII, then validated by the CD3 of the CED. The terms and conditions for implementing this can be found on the CED procedural sheet.

“Exceptionally, at the motivated request of the PhD student, an unbroken period of a maximum of one year may be granted once only by decision of the head of the institution where the PhD student is enrolled, after obtaining the agreement of the employer, if applicable, and the approval of the thesis supervisor and the director of the doctoral school” (extract from Decree of May 2016). During this period, the PhD student remains registered at the school. In the event of any medical or social problems, a gap period can be put in place, with the agreement of the supervisors and on presentation of justifying documents to ED MSTII then validation by the CED.

Note that authorization for a gap year assumes that the PhD student will return to the thesis eventually and hence require an authorization to re-enroll at the end of the gap period.

It should be noted, however, that it is often difficult to interrupt and then return to a thesis project in technology disciplines.

2.8 Sick leave, parental leave, etc.

The terms and conditions for awarding these types of leave are described in Article 14 of the Decree of May 2016: “If the PhD student has benefited from maternity, paternity or adoption leave, parental leave, sick leave of more than four consecutive months or leave of at least two months following an accident at work, the duration of the PhD preparation period can be extended if the interested party submits a request.”

2.9 Terminating the thesis project

Enrollment in the first year of the doctorate, although selective, is by no means a guarantee of success in the thesis project.

2.9.1 Types of mediation

In the event of a problem during the thesis project, ED MSTII recommends that students approach ED MSTII as soon as possible, primarily via the head of specialty. It is important that ED MSTII is notified first, before any other formalities are carried out and before there is any deterioration in relations in the thesis project.

If mediation is not successful, the termination of a thesis project requires that the doctoral studies at ED MSTII be abandoned and that the employment contract with the employer be cancelled or amended.

The process is different according to who initiates the request to terminate the PhD studies. There are three cases:

- Termination by a written declaration from the PhD student that they are abandoning their studies,
- Termination following a negative opinion from the ED,
- Termination because the PhD student does not re-enroll.

The main procedures are summarized in Table 1 and described in the following.

The aim of ED MSTII is to ensure the smooth running of the doctoral studies program. Thus all staff who are members of the Bureau are keen to try and resolve any problems causing the PhD student to envisage terminating the thesis project. As far as possible, ED MSTII tries to be a sort of mediator and hopes to find the best possible solution between the PhD student and their supervisors.

At each enrollment and re-enrollment, ED MSTII confirms the strong probability that the thesis project involving PhD student, supervisor and scientific subject will be successful. The tools used are the information in the ADUM file and the annual or ad hoc report by the CSI. ED MSTII recommends that any problems, doubts or any other type of concern should be expressed within the context of these yearly discussions, of which there is a written record. In particular, an unfavorable CSI, although not necessary, logically suggests that the supervisors will instigate a termination procedure.

Instigator: PhD student		
Procedure	Documents required	Process
Resignation	Resignation letter to employer with copy to ED MSTII	Confirmation employer / Letter of non-re-enrollment from ED MSTII.
Non-re-enrollment	Considered equivalent to resignation from ED MSTII after three reminders.	Notification by letter of non-re-enrollment from ED MSTII. It is recommended that a partial CSI is set up to report on the project.
Instigator: Employer		
Procedure	Documents required	Process
Dismissal (misconduct, insufficient scientific aptitude, refusal to re-enroll, etc.)	Unfavorable CSI, including opinions from head of research unit, head of specialty, director of ED.	Notification and preliminary interview with HR / Organizing notice and HR issues / Letter of non-re-enrollment from ED MSTII.

Table 1 – Process for terminating the thesis project.

The type of employer funding the thesis project is important regarding the termination process, as they may depend on public law (doctoral contract, academic management contract, etc.) or private law (CIFRE contract, company CDD, mission CDI, etc.). Thus, in the event of resignation or dismissal, deadlines and social rights are different, depending on the employment contract.

Finally, it should be noted that terminating a thesis project is often difficult on a human level and in practice it does not happen immediately for the following reasons:

- any resignation or dismissal involves a period of notice,
- in the case of the dismissal procedure in the public law doctoral contract, after the preliminary interview, there follows a period of two months to lodge an appeal with the CS UGA, which meets once a month,
- regarding resignation, although the parties can be released quickly, the student is not entitled to apply to the unemployment benefit system run by Pôle Emploi.

2.10 Study courses and portfolio of skills during the PhD

During their PhD, students must also take some additional modules offered by ED MSTII and by the CED. Each PhD student must take a minimum of 120 hours of courses in order to be authorized to defend their thesis. These hours are broken down as follows:

- 1/3 of scientific programs related to the thesis field (40 hours)
- 1/3 of programs related to career development (40 hours)
- 1/3 of cross-disciplinary programs (40 hours)

Through the educational department (DF) at the CED, a wide range of course modules are offered that fall into the last two categories above, see doctorat.univ-grenoble-alpes.fr/pendant-la-these-formation-pendant-la-these.

With the agreement of their thesis supervisor, PhD students may also complete their 80 non-disciplinary hours with courses in the “career development track” offered by the CED, see “parcours carrières” on the CED website.

It is now compulsory to follow a course on awareness of research ethics and scientific integrity as part of the “scientific programs” category. Awareness of cybersecurity is recommended.

Any other course that may be useful for the student’s thesis project or professional development can be followed in Grenoble or away from Grenoble, in France or abroad, via distance learning, autonomous or interactive learning, etc. The PhD student must first validate these courses with ED MSTII and provide the necessary supporting documents (detailed program and attendance certificate). PhD students validate these courses directly in their ADUM account.

The skills expected of PhDs are now covered by an entry in the RNCP (National Directory of

Professional Certifications), downloadable on ADUM and Légifrance. This sheet describes all the skills expected of holders of a PhD degree. Acquiring these skills demands personal work, reflection and analysis on the part of the PhD student throughout their doctoral studies, and beyond, which will help them compile their skills portfolio. The CED has put a procedure in place to help PhD students build this portfolio, available in their ADUM account.

2.11 Special events and monitoring PhD students' career development

ED MSTII lends its support to the annual PhD students day (JDD-ED) organized by the PhD students themselves.

Since 2017, ED MSTII has organized a day specifically for those enrolling for the first time (generally in December). Participation is compulsory for first-year PhD students, who have the opportunity to meet the ED MSTII board and their specialty head, who is a member of their CSI. They are also given information on the obligations of the PhD track, the courses to follow in the PhD program, etc.

After the students' thesis defense, ED MSTII organizes a regular follow-up of their career development. In addition, the CED coordinates the PhD "Alumni" network which enables students to keep in contact after their doctorate at UGA.

2.12 International joint PhD (cotutelle)

Enrollment in an international joint doctorate (cotutelle) is possible when the PhD student receives funding or a salary co-financed by two affiliated universities, or if the student intends to stay for a long period (one year or more) in a partner university. A joint doctorate agreement must be drawn up and signed by the two partner institutions before the administrative enrollment in the doctorate takes place. This agreement must specify the minimum time to be spent in each university, the rules regarding the make-up of the jury and the place where the thesis defense is to be held. It is therefore important to start drawing up this agreement sufficiently early, sometimes 6 months before the start of the thesis.

2.13 Language of the thesis

The typescript of the thesis may be written in English if

- the PhD student is not a French national,
- there is a joint PhD in place (respecting the conditions set out in the agreement),
- the thesis or the defense takes place in an international context.

In all cases, this request must be specified in the study agreement and ED MSTII must be informed before the student starts writing the thesis. However, in order to comply with the law, the typescript must include an introduction, a conclusion and a long summary of each chapter of the thesis in French.

2.14 European label

This is distinct from the joint PhD and may be cumulated with it. See the website.

2.15 Defense of the doctoral thesis

2.15.1 Prerequisites

In accordance with the law, no one may defend a thesis without being administratively enrolled for two years at ED MSTII.

ED MSTII does not impose a minimum number of publications for the defense to be authorized. However, it requires the PhD student to keep their progress report and their ADUM account up to date regarding their preprints, reports, publications, patents, and any congresses and conferences attended.

2.15.2 Pre-reports

For the thesis defense to take place, there must be at least two designated external referees (rapporteurs), whose reports must be favorable and submitted within the stipulated time.

Note on the composition of the CED thesis jury: “The two external referees must be accredited to supervise research (HDR), or have the equivalent of an HDR (1), affiliated to an institution external to the Grenoble Alpes University site, the research unit, and the doctoral school (ED) in which the PhD student is enrolled, and they must not be involved in the thesis (no participation in the scientific supervision of the thesis, no joint publications with the PhD student). In the case of a joint PhD, they may not belong to the institutions that signed the agreement, unless there is a specific clause in this agreement. It is possible for the external referees not to be part of the thesis defense jury.”

2.15.3 Thesis

When the thesis project is complete, with the agreement of the thesis supervisor, the PhD student writes the document describing their research during the thesis project (still called the typescript) and puts together the thesis defense jury, in order to present their ED MSTII PhD.

- Whatever sort of typescript is produced, the PhD student should ensure that it is a uniform whole making the task of assessment easier for the external referees.
- The typescript must include an abstract of the thesis in French and in English.
- The institution provides the PhD student and the thesis supervisor with **plagiarism detection software called Compilatio (instructions on the ED MSTII website). The PhD student must check the thesis typescript via Compilatio and submit the report produced by the software, accompanied by comments justifying any similarity rate greater than 10%, to the ED MSTII secretariat when the thesis typescript is uploaded onto ADUM.** Non-justified similarities may result in the thesis defense being refused at ED MSTII.

2.15.4 Research-/Article-based theses

Theses based on research work are accepted. However, a typescript consisting of a simple juxtaposition of published articles or articles submitted for publication is not acceptable. The writing of the thesis is an essential component of PhD studies. It is therefore important that:

- these articles are preceded in the written document by a substantial introduction, outlining the effective contribution that the PhD student has made and how their work is integrated into the thesis project, also a conclusion on the objectives achieved and future prospects.
- the PhD student is the main creator behind the articles and has made a significant contribution to drafting them,
- this work corresponds to original scientific contributions.

2.15.5 Confidential thesis

The decision over confidentiality lies with the institution, and any such request must be justified. The head of the institution may accept this condition or refuse it.

The request must be submitted ahead of the thesis defense to ED MSTII, specifying whether it is a confidentiality request for the thesis document and/or the defense, and the duration of this agreement.

2.15.6 Composition of the defense jury

The defense jury must be constituted in accordance with the official texts referred to at the beginning of this document and in line with the recommendations of the CED and ED MSTII.

In the panel present for the thesis defense, there are members of the jury who deliberate to produce the thesis defense report; thesis supervisors and co-supervisors, who may be members of the jury, but do not take part in the deliberation, and invited persons who are not members of the jury and may not take part in the deliberation.

In order to be valid, the jury must consist of:

1. at least 2 members who are external referees with an HDR (accreditation to supervise research) or equivalent,⁹ external to ED MSTII, to UGA and to Grenoble,
2. at least 4 members and no more than 8 (if required, this includes the thesis supervisor and co-supervisor) who hold a PhD,
3. at least half the jury must be external members, i.e. not affiliated to the institution where the PhD student is enrolled, or to affiliated structures, or to the student's research unit or doctoral school
4. at least half the jury members must be University Professors (PR) or Associate Professors (PRA).
5. at least one jury member must be a UGA research professor, either a university lecturer with an HDR or a full University Professor, who was not involved in supervising the thesis.
6. at least one member must have the status of University Professor, or its equivalent in a foreign university (full professor).

The jury chairperson, who must be a University Professor (PR) or Associate Professor (PRA), is elected by the jury members. It is recommended that this person is familiar with this role and the French system, as they will write the thesis defense report based on the minutes.

There must be at least three members of the Jury contributing to the jury deliberation and the thesis defense record (remember that the thesis supervisor and co-supervisor do not take part in the jury deliberation). It is therefore very strongly recommended that a jury consisting of at least 5 members is formed, with at least three external members and three PR or PRA to fill in a gap if necessary.

An individual who does not work in academia but who has a PhD may serve as a member of the jury. If they do not hold a PhD, this person may only take part in the thesis defense as an invited member.

Thesis co-tutors may only take part in the thesis defense as invited members. Their role in the supervision team during the preparation of the thesis must be stated on the cover page of the thesis and in any communication related to the defense.

Invited individuals are not counted in the jury ratios (!). They may speak during the thesis defense if invited to do so by the jury Chairperson.

Professors and researchers on secondment from their parent institution, and emeritus members, lose their PR or PRA prerogative associated with their post, but they are HDRs. They may therefore be external referees, but not jury Chairperson.

An honorary or retired professor may serve as an examiner on a jury, but may not serve as an external referee or jury Chairperson.

Note that the jury Chairperson may involve invited members in discussions and questions during the defense, then ask them to refrain from participating during the jury's deliberations.

2.15.7 Recommendation by the CED for HDR equivalences for jury members

For equivalences requested for non-French persons, a full academic CV is required, mentioning in particular PhD supervision activities and the exact academic title in their country of origin, for their defense file to be put before the CED's commission for equivalences (CD3). HDR equivalence¹⁰ is straightforward for a non-French researcher with at least one PhD supervision on their CV. Equivalence for a PRA, on the other hand, is more difficult to obtain and is often refused for scientific academics who do not have the status of "full professor".

"The HDR equivalence for a non-French researcher is acquired by default for international colleagues whose functions are equivalent to a University Professor ("Decree of 10/2/2011"). A CV giving at least the exact status and the record of research and PhD supervision activities of these colleagues is required when compiling the defense file.

For colleagues who do not fall into this category: Assessment of the legitimacy of a non-French colleague to be an external referee for a thesis must be studied by the HDR committee of the relevant doctoral school and if necessary their own HDR committee. ED MSTII is best able to determine the relevance of the colleague's application to the requirements for authorization to defend an HDR within this ED.

9. obtained from the CD3 of the CED, which meets once a month, be careful with the deadline !!!

10. Cf. Guideline Jury and thesis defense CED

Criteria that can be used as a basis for analysis include: - A decade of experience in R&D, - Good publication record, - Experience in PhD supervision, e.g. through thesis defenses and publications with PhD students. - Relevance of experience on the CV in the specific field related to the thesis."

2.15.8 Defense file deadlines and procedure

The defense file must be sent to the doctoral school at least 8 weeks before the thesis defense date.

ED MSTII cannot guarantee that a thesis defense can be held if the formalities are not respected within the given deadlines. In particular, ED MSTII must receive the request 2 months before the defense date in order to generate the official notifications. Then ideally, 4 weeks before the defense, the reports from the external referees should be stamped by the specialty head and the director of ED MSTII before being transferred to the CED which generates the **legal announcement which must be posted for at least 2 working weeks.**

Reminder: around 400 re-enrollments and 100 thesis defenses are dealt with at the end of each calendar year. It is physically impossible to process files that are received after the deadlines.

2.15.9 Authorization to defend a thesis

Authorization to defend a thesis is granted provided that:

1. the request is submitted no later than two months before the thesis defense date,
2. the PhD student has completed the minimum of 120 hours of training courses, divided equally into the three types of study course recommended by the CED and including the course entitled "ethics and scientific integrity",
3. the PhD student is up to date on their personal ADUM page (typescript, publications, communications, etc.),
4. the reports from the two external referees (rapporteurs) authorize the defense and have been received at ED MSTII within the deadline.

2.15.10 Oath on scientific integrity

After the defense, and when this has been successful, the Doctor takes an oath individually to commit to respect the principles and requirements of scientific integrity in the course of their professional career, whatever the sector or field of activity.

2.15.11 Requests for videoconferencing

ED MSTII must be contacted as early as possible in order to obtain this permission.

2.15.12 Partial videoconferencing

A request for "partial videoconferencing" is possible for some members of the jury, provided that at least the jury Chairperson and the PhD student are present in the same room.

2.15.13 Full videoconferencing

A system of "full videoconferencing" was put in place exceptionally during the pandemic. In this case, the PhD student must be alone and ED MSTII must be represented in the videoconference channel in order to validate a technical report associated with the thesis defense.

2.15.14 Thesis defense record

After the defense, the original of the thesis defense record is signed and returned by the jury Chairperson directly to the Academic office.¹¹ An electronic copy may be sent to scol-sts@univ-grenoble-alpes.fr so that the processing of the file can begin. The definitive version of the thesis is uploaded onto the PhD student's ADUM account within a maximum of three months following the defense. If the jury requests some corrections in the defense report, a correction certificate, downloadable from ADUM, must be signed by the jury Chairperson, who guarantees that the corrections comply with the jury's requests. These corrections must be made within a maximum of three months following the defense.

2.16 Doctorate through work experience (Validation des Acquis de l'Expérience - VAE)

The law on VAE is part of the general trend where the main idea is that, in a complex world, everyone should be able to experience lifelong learning and have their work experience and their skills acknowledged, through a recognized diploma.

The CED provides information on this on the website.

2.16.1 The candidate

This procedure can only be started after work experience of at least one year (continuous or otherwise). The PhD degree is awarded in recognition of the original contribution made by the research, the candidate's expert knowledge of their research topic and their ability to implement a research strategy and use the results.

2.16.2 Doctoral School Board

The candidate contacts the Doctoral School whose subject field best fits their profile. The purpose of this initial contact is to obtain information and assess the feasibility of the PhD project. After this interview with the ED Board, the candidate decides whether to continue with their application. The application file (PDF format) is sent first to the department responsible for VAE. They check that the application complies with the legal requirements with reference to the different RNCP4 entries on the PhD and to Decree no. 2017-1135 of July 4, 2017.

2.16.3 ED Council

Next, the file recognizing the admissibility of the application (transferred by the department responsible for VAE) is studied by the ED Council (council, bureau or ad hoc commission may include members external to the ED). The acceptance or refusal of admissibility, with reasons, is delivered by the ED Council and signed by the Director of the ED.

The candidate obtains a reply within 2 months of the completed file being received.

If the decision is favorable, the notification gives the period of validity for the admissibility of the PhD project after which the candidate must renew their application or, with the agreement of the ED, extend it.

2.16.4 Defense

The process and the composition of the jury are exactly the same as for a "traditional" doctorate.

2.16.5 Comment

Given the delays involved in producing the necessary files and with the RNCP, candidates are encouraged to consider enrolling in a research unit in the traditional way, with their defense after two annual enrollments.

11. Service Scolarité du CED STS, UGA, Maison Jean Kuntzmann, 110 rue de la Chimie, Domaine universitaire, 38400 Saint-Martin-d'Hères.

2.17 Doctors' career development

ED MSTII passes on the various statistics in its possession to the CED departments that monitor the career development of UGA's doctors.

3 Accreditation to supervise research

The HDR (Habilitation à Diriger des Recherches - Accreditation to supervise research) is the national diploma awarding accreditation to supervise thesis projects. ED MSTII encourages all of its teachers to obtain the HDR diploma in order to enhance its research community.

A lecturer may obtain a temporary HDR authorization in order to be able to supervise a PhD student while they prepare their own HDR. They are strongly encouraged to complete their HDR before the defense of the thesis project they are supervising.

3.1 Supervision policy

ED MSTII is attentive to the quality of the supervision they provide. PhD students work on their thesis projects under the responsibility of a thesis supervisor, who holds an HDR and is affiliated to ED MSTII. They will provide 100% or 50% supervision. The PhD student will join one of the research units affiliated to ED MSTII. To maintain the quality of supervision, and remain within the limits set by the CED, the supervision ratio per HDR at ED MSTII must not exceed 300% with supervision of 5 students. If necessary, the remaining support will be provided by a co-supervisor (HDR researcher) or a co-tutor (non-HDR researcher). Apart from specific exceptions, e.g. joint PhDs or industrial co-tutoring, ED MSTII does not encourage thesis projects with more than two supervisors.

3.2 HDR committee

Each doctoral school has its own HDR committee, whose functioning and composition are validated by the CED Council, based on a proposal from the director of the ED.

The director of ED MSTII chairs the HDR committee.

To cover the entire scope of its scientific subjects, ED MSTII has two sub-commissions: one for mathematics, the other for applied mathematics and computer science. The chairpersons of these sub-commissions are appointed on the basis of a proposal from the director of ED MSTII and they form their respective commissions. The director of ED MSTII delegates the chairing of the HDR committee to each HD sub-commission chair, as appropriate for the files dealt with.

The mission of the HDR committee is to examine application files and give an opinion on requests for admission as HDR and requests for temporary authorizations, HDR affiliations and HDR equivalences for non-French researchers to sit on juries.

The chairperson has a renewable 4-year mandate.

3.3 Enrollment in HDR

Obtaining HDR accreditation requires prior authorization from the HDR commission affiliated to the Doctoral School.

In order to apply for an HDR or obtain authorization for a temporary HDR, a candidate must hold a PhD, and must submit their HDR application to the chair of the appropriate sub-commission, which will decide whether to authorize enrollment.

A favorable opinion from the HDR committee is valid for two years from the date the candidate receives notification.

At ED MSTII there are three steps in the process for obtaining the HDR diploma:

1. **Authorization to enroll.**

The candidate submits an application file which is examined by the appropriate sub-commission. The committee gives its decision and, if applicable, the ED authorizes the candidate to enroll as HDR.

2. **Administrative enrollment.** Once the authorization to enroll is given, the candidate then enrolls within the next two years. This part of the process is purely administrative and managed by the admissions office. The candidate must then defend their HDR within one academic year of enrollment and deal with the admissions office for the HDR defense.

3. **The defense process.** After writing their accreditation thesis, the candidate launches the defense process via the chairperson of the appropriate HDR sub-commission, which validates the proposed jury then sends an official email to the appointed external referees. Thus the referees know who the chair of the sub-commission is, the primary contact person if any problems arise. The HDR sub-commission chairperson validates their reports when it receives them.

Warning, the candidate is responsible for sending out reminders to the external referees if their reports are late, inviting the other members of the jury and for the overall organization of the defense (especially the availability of each participant and the choice of possible dates for the defense, general matters, relations with the administrative department, etc.).

3.4 HDR application

The candidate presents the sub-commission with an application file that provides the answers to the following questions regarding their abilities:

- Is this person able to develop their own original research strategy?
- Has this person made a significant contribution to studies in their subject field?
- Is this person competent to mentor young researchers?

The documents in the file that can best answer these questions are:

- Recent and regular publishing activity.
- Involvement in national and international projects, collaborations, etc.
- Co-tutoring of PhD students or young researchers.

The Decree of November 1988 mentions explicitly, “the ability to mentor young researchers”, as one of the qualities recognized by the HDR. Co-tutoring PhD students is the best way to demonstrate this ability. It is important to mention the part actually played in the supervision. The commission recommends providing letters (from the candidate’s entourage and from a well-known person in the scientific world outside France) describing the candidate’s activities in guiding research.

Before sending in their application file including the documents in Table 2, candidates are advised to contact the Chairperson of the HDR committee to discuss any conditions specific to their subject area.

Mathematics	Applied mathematics – Computer science
– An internal opinion by an HDR at ED MSTII, – HDR thesis project, – List of publications with offprints of these articles or URLs where they can be consulted, – Proposal for 5 potential external referees (rapporteurs).	– Letter of intent, – Detailed CV, – Brief description of previous research activities, – Brief description of research project, – Supervision of theses, dissertations, projects, etc., – List of publications, – Ordered and annotated list of 5 or 6 potential external referees (with their titles, websites and contact details).

Table 2 – List of documents in the HDR application.

From the list of potential external referees the committee should be able to choose three to whom the HDR thesis will be submitted in preparation for the thesis defense. It should be remembered that at least two of these three referees must themselves be HDR accredited (Professor, Research Director, HDR, or equivalent), they must be external to the Grenoble ecosystem and they must not have worked or published with the candidate (any exceptions must be justified). It is strongly suggested that the candidate propose someone from abroad who is well-known in the field.

3.4.1 Managing the HDR application file

The HDR committee may authorize enrollment, refuse it, or advise the candidate to improve their application file and re-submit. The process takes between 15 days and three months, and proceeds as follows:

1. The Chair of the sub-committee checks that the application file is complete and if necessary asks the candidate to complete it or provide further details.
2. The Chair of the sub-committee sends the application file to all the HDR sub-committee members, proposing three external referees and fixing a date for their replies.
3. Each committee member sends their opinion, which may be: Yes; Questions or reservations (with reasons); No (with reasons). Committee members may also suggest a change to the list of referees.
4. If an opinion has not been returned within the deadline set by the Chair, this is considered to be a positive response. However, the Chair checks that enough opinions have been received, especially opinions from committee members in similar research fields to the candidate.
5. If all opinions are positive, the candidate is authorized to enroll. If one reply is negative or with reservations, the Chair starts a discussion by email or calls a meeting, or suggests that the sub-committee requests confidential opinions from one or two colleagues external to Grenoble, who are recognized specialists in the candidate's subject field.

3.4.2 Administrative enrollment

The administrative procedure for HDR enrollment and preparation of the defense is managed by the candidate via ED MSTII and the UGA administrative office.

In the event of a negative response from the HDR committee, the candidate may appeal via the CED, which will determine whether the appeal is upheld.

3.4.3 HDR defense

The candidate produces their HDR thesis. This is written in French or English. If in English, it must include a long abstract in French.

- In mathematics, the thesis is a concise text which gives an overall view of the candidate's work, showing how it fits into the development of the field as a whole, and highlighting the direction of the research.
- In applied mathematics and computer science, the HDR thesis may be a traditional document (monograph) or it may be a compilation of significant research articles accompanied by an overview of a few dozen pages.

The thesis is sent to the referees appointed when the candidate submitted their application. Each referee produces a report authorizing the defense.

Based on the reports received, if there are no objections to the defense going ahead, the sub-committee chair authorizes it and sets up the appropriate jury, according to the same rules as for the PhD thesis.

3.5 Temporary HDR authorization

It is possible for a PhD who is not HDR to request a temporary supervision authorization in order to be able to supervise a thesis project from the start, while preparing their own HDR. This supervisor must plan to receive their HDR accreditation before the PhD student defends their thesis, and will then become the HDR supervisor of the thesis project with all the necessary prerogatives for the thesis defense.

The procedure for granting a temporary HDR supervision authorization is similar to that for HDR enrollment,¹² without the supervision precondition, as this will take place during the HDR authorization period. If the temporary authorization is granted by the HDR commission, it is then validated by the CD3 of the CED.

12. It will be used subsequently for the HDR enrollment.