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Presentation of the association Contact



**Association of PhD students and doctors of the
Académie of Montpellier**

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The association Contact was founded in 1993 on the initiative of the PhD students of the *Académie* of Montpellier. Its aims are to:

- establish a network of doctors and PhD students from the *Académie* of Montpellier
- be the key contact for Master 2 Research and PhD students with the various administrations
- defend the status of young researchers
- play a part in the training of PhD students
- prepare them for their arrival on the professional marketplace
- improve their perspectives for professional careers
- bring doctoral studies to life.

The association has almost 300 members. It is important to know that all doctors and PhD students from the *Académie* of Montpellier are, by virtue of their status, rightful members. To take full advantage of this membership – which is free – all you need to do is go to the Contact web site and let yourself be guided.

Actions organized by Contact for PhD students

• *Preparation and management of the electronic directory for PhD students and doctors: the ADUM*

With the support of most of the Doctoral Schools and higher education establishments in Montpellier, Contact is responsible for the ADUM. It is a management and communication tool, a collective work and an on-line community and it currently has almost 60,000 profiles. The ADUM has made it possible to develop a real interdisciplinary network between doctors and PhD students, to strengthen the bridges between the world of academia and the social and professional environment, and to display on line the skill profiles of the PhD students and doctors.

• *Reception & Meeting for PhD students*

Every year, Contact and the Doctoral College co-organise a major event in partnership with the doctoral schools. This event brings together all the PhD students from the *Académie* of Montpellier. It welcomes more than 200 participants every year, and makes it possible to provide young PhD students with the information essential for understanding how they will prepare their thesis. It also gives advice on their possibilities for professional insertion.

The event is also open to Research Masters students, allowing them to better prepare for their future doctoral studies.

• *Edition of the Guide for PhD students in the Académie of Montpellier*

Since 2002, Contact publishes the Guide for PhD students in the *Académie* of Montpellier (you are reading it right now!), in which key information and useful addresses are presented to PhD students. The guide is in paper format and is distributed free of charge. It is financed by the Doctoral College.

• *Representation of the Masters and PhD students*

The association has elected representatives on the various central councils in Montpellier's universities. The role of these elected members is to represent and defend students in general and PhD students in particular. You can contact your representatives at the electronic addresses indicated on the Contact web site. The association Contact is also member of the *Confédération des Jeunes Chercheurs* (confederation of young researchers, CJC) which federates all the PhD student associations at the national level and is itself a member of EURODOC (the European Council of Doctoral Candidates and Junior Researchers).

• *Publication of a newsletter*

Contact publishes the newsletter "Quoi d'Neuf Doc'?". It is aimed at the PhD students in the *Académie* and analyses all the latest events in doctoral life in Montpellier. The newsletter also proposes an in-depth dossier on one of a variety of themes in each

issue. It can be consulted directly on the Contact web site <http://journal.contact.asso.fr>.

Actions organised by Contact for employment and insertion

• Meeting for Doctors & Businesses

Since 2006, the association Contact and the Doctoral College, with the help of a number of regional partners, organise a Meeting for Doctors & Businesses in Languedoc-Roussillon. This event brings together doctors, PhD students and professionals from both the public and private sectors around stands, conferences and workshops. The aim is to inform PhD students and professionals of the possibilities and advantages of working together.

• Publication of the Employment Guide

Since 2006 the association Contact publishes the Employment Guide. It contains a considerable amount of information on the professional insertion of doctors. The guide, which is in paper format, is distributed at the Meeting for Doctors & Businesses. The publication is financed by the Doctoral College. It can also be downloaded from the web sites of the association Contact and the Doctoral College.

• The Contact "P'tit-Déj"

Once a month, Contact organises a breakfast with one or more guest speakers invited to better inform PhD students about certain aspects of the doctorate, as well as about professional insertion. The aim of these "P'tit Déj" is to provide PhD students with the means to prepare their thesis by including it in a professional project. Contact's "P'tit Déj" are based on the presentation-debate format and take place in a friendly, interactive atmosphere in which everyone enjoys their breakfast whilst crystallising their thoughts.

• Job services

The Contact web site has an "Employment" section in which PhD students and doctors have access to news, advice and useful links. It is also somewhere for businesses and recruitment agencies to leave job offers in the fields selected. These job offers are updated regularly. Contact has also developed a weekly Newsletter that allows you to receive job or doctoral studies proposals electronically: <http://emploi.contact.asso.fr>.

1. BEFORE YOUR THESIS

1.1 What is a doctoral thesis?

In France, Doctorates are regulated by the **Ministerial Order of 7 August 2006** concerning doctoral training.

A doctorate is one of the highest diplomas issued by a university. It recognises the ability to conduct scientific research at a high level. The diploma is obtained following research work carried out after a Master's degree and gives the student the title of doctor.

A thesis is presented in the form of a manuscript that is registered and conserved in its electronic version. It is a theoretical proposition, an opinion, a position of which the student takes pains to demonstrate the veracity. A doctorate is both in-depth training and a first professional experience of research. For most students, preparing a thesis takes place within a professional framework and over a duration of 3 years, sometimes more in certain fields of human or social sciences.

Doctoral training teaches students how to develop, create or accomplish new concepts or methods. In the course of this work, you will be responsible for communication of your results in the form of articles and participation in conferences or colloquia. You may also promote your research by applying for patents or developing a professional project around it.

A thesis requires original research work under the direction of a thesis director. In parallel, teaching duties or expertise internships outside the university may also be carried out by PhD students. In all cases, active, professional participation in the life of the host laboratory is essential.

Personal investment in the research work that forms the thesis is considerable. It is thus better to give yourself all the information you need to be able to carry it out under the very best conditions. Before committing yourself to this path, it is thus fundamental that you ask yourself the following questions:

Where should I do my thesis?

How will I finance it?

1.2 Where should I do my thesis?

1.2.1 Developing your thesis project

As a thesis is research work, it takes place in a laboratory or research centre. There are four possibilities:

- University laboratories or research centres,
- State-funded research organisations,

- UMR (mixed research units), which are a combination of university research centres and State-funded research organisations,
- The research centres of private businesses (more rarely).

To start developing your thesis project, think hard about the research themes that motivate you and make contact with the laboratories that work on the subjects that interest you. Send e-mails, make telephone calls, meet with people. This is the best way to find all you need to:

- Inform you of the thesis subject or subjects that can be successfully studied in the laboratory and participate in the development of your thesis subject alongside your potential future thesis director,
- Meet your potential supervisors (director, or co-director of your thesis) and their teams, to evaluate the human aspects,
- Reflect together on the possibilities for funding that are available to you and the laboratory (note: certain funding dossiers must be submitted one year before the actual start of the funding. See next chapter).

It is also important that you talk with the PhD students and/or interns already present in the laboratory.

The other types of information that you need to obtain about your future laboratory include the number of publications made by the laboratory in previous years, their quality (the "impact factor" in scientific jargon, their degree of specialisation...). The quadrennial evaluation reports for research units and doctoral schools are public. You can find them on the AERES web site: www.aeres-evaluation.fr.

Take an interest in the scientific production of your future thesis director! A few questions that you need to ask yourself: does he work with foreign researchers? Does he publish articles on his own research (with or without PhD student co-authors)? You can also contact his former PhD students or those currently working under his direction, to find out how things are going and what their professional future is.

Ideally, you should start your investigations before you start your Master 2 internship. For example, you can do this end of cycle internship in the laboratory you are interested in for your thesis. This will allow you to better understand how the host laboratory functions and "put your pawns into position". That said, if for you it is already too late (you do not feel at home in your Master 2 laboratory or you are only just starting to think about preparing a thesis), all is not lost! You just need to be motivated and to have at your disposal the right tools for preparing your thesis project. Most theses are not prepared in the laboratory in which the Master 2 internship takes place.

A few remarks about the subject of your thesis

Contrary to a relatively widespread idea, the subject proposed by the thesis director is often different from the definitive subject covered in the course of the thesis. The initial subject may appear somewhat vague, but the reason for this is simple: if the director of the thesis knows all the details of the research subject he proposes, there is no longer be any need for research, everything is known in advance.

However, even if the subject has areas of uncertainty, it is more than desirable that it have a solid foundation. It must include a point of view and clear, original motivations. This means that you must first do a bibliographical study to ensure that the question has not already been treated or exhausted in the past. For competitive subjects or those with an industrial aim, it is important that the thesis director have a clear idea of what rival teams are doing, their potential and stage of development: he needs to know whether you stand a chance or not!

Do not therefore expect to have a detailed programme for your three years, it is impossible! Even if your subject is clearly identified, the first year of your thesis will be a year of initiation and only after it will things start to become clearer (see the section on "How to prepare a thesis").

1.2.3 Doing your thesis in France when you are a foreigner

If you are a foreigner and you would like to do your thesis in France, it is essential that you make contact with a thesis director long in advance in order to prepare you thesis project. Find information on how to fund your thesis as well as the enrolment fees at the university (these fees may vary in relation to your country of origin).

In France, candidates must have a Research Master's degree in the discipline chosen for the Doctorate. An exemption may be granted to students who do not have this diploma if they can show that they have an equivalent level of study, including a research dissertation and/or scientific publications in peer-review journals.

a. Where can you find information?

- **Host university:** at the International Relations Department of the French university chosen or on its web site, at the page "Welcoming foreign PhD students".

- **CROUS and CNOUS:** at the CROUS offices (2 rue Monteil in Montpellier). You will find a wide range of information and useful links on the CNOUS web site: www.cnous.fr.

- **CampusFrance:** CampusFrance is a national agency under the administrative supervision of the French State Department for Foreign Affairs (MAE) and the State Department for Higher Education and Research (MESR). It is devoted to international mobility. On the web site www.campusfrance.org, section "Preparing your stay", you will find all the formalities that you must follow to be able to come and study in France. For funding matters, see the section "Studying in France" > "Costs and funding studies" > "Funding your doctorate".

Depending on your country of origin, the formalities you must complete and possible funding solutions may vary because of special agreements with France. Visit the specific sites of CampusFrance for each country. Their internet addresses can be accessed from the same site www.campusfrance.org, in the section "CampusFrance areas".

Note: the site and all the .pdf documents are also available in English and Spanish.

- **MAE:** on the web site of the French State Department for Foreign Affairs, you will find information and useful links: www.diplomatie.gouv.fr.

b. To help you once you are in Montpellier

• The EURAXESS Languedoc-Roussillon service centre

The mission of the Euraxess Languedoc-Roussillon service centre is to help the PhD students, post-doctoral students, researchers and teachers hosted in higher education and research establishments to prepare their stay and their installation.



The centre is at the disposal of foreign researchers and young researchers, as well as the laboratories and departments that welcome them (NB: the public can be received by appointment).

Services:

- *Guide for guest scientists and teachers* (French/English), which can be consulted on line: www.agropolis.fr/pratique/guide,
- Information and assistance with the formalities concerning visas (hosting agreement) and the scientific residence permit,
- Reception and information of a general nature (about the city, the department, the region, cultural activities and associations...),

- Administrative assistance (insurance, banking, benefits agency...),
- Information on how to find accommodation, help with the education of children,
- Registration as a *Guest Researcher* (partnership with the Fondation Kastler and access to the advantages linked to this partnership. Foundation web site: www.fnak.fr),
- Organisation of French language courses, from beginner's level to proficiency. See the web site: www.agropolis.fr/pratique/cours-de-francais.php,
- Cultural activities: guided tours, agenda.

Coordinates of the Euraxess LR service centre:

- E-mail Questions/Answers service: mobilite.euraxess-lr@agropolis.fr (in French, English, and Spanish)

- Reception: Agropolis International,
Avenue Agropolis
34394 Montpellier Cedex 5



Access: bus La Navette, stop Agropolis (via Vert Bois/Zoo)

Contact: Claudine Soudais, Responsable du Centre
Tel.: +33 (0)4 67 04 75 63

Site: www.agropolis.fr/pratique/accueil-chercheurs-invites.php.

• The PRES-Sud de France: International Reception of Students/Researchers

On 9 December 2009, the partnership agreement signed between the *Préfecture* and the PRES Sud de France (transformed into the "Community of Universities and Establishments" by law n° 2013-660 of 22 July 2013) officialised the International Reception of Students/Researchers as an "exclusive place for submitting applications for international student and scientist residence permits in the Hérault *département*".

Services:

"Scientific residence permit" counter at the PRES Sud de France:

International Reception PRES Sud de France

163 rue Auguste Broussonnet, 34090 Montpellier

Bilingual reception for foreign scientists (submission of dossiers only by appointment).

PRES Sud de France contact details:

Access: tramway line 1 or 4, stop place Albert 1^{er}

Direct tel.: + 33 (0)4 67 41 67 87

For further information you can write to us at this address:
accueilinternational@pres-suddefrance.fr.

Web site: www.pres-suddefrance.fr/international/inter-chercheurs.php

For the formalities: see the chapter 2.1.4 Residency procedures for foreign students.

1.2.4 Joint thesis supervision

Joint thesis supervision is governed by the ministerial order of 6 January 2005. It aims to develop scientific cooperation between French and foreign research teams, encouraging the mobility of PhD students.

It allows PhD students from all over the world to carry out their research in the form of alternating stays in a foreign laboratory and a French laboratory, and under the responsibility of two thesis directors.

Joint thesis supervision is based on an agreement signed between the French university and the partner establishment abroad, implying a reciprocal relationship. This agreement specifies:

- the **registration modalities**: registration rights, social cover, accommodation, duration of the research work within the limits of the three years scheduled for the thesis.

- the **pedagogical modalities**: identification of the two thesis directors, how to designate the jury, country and language in which the thesis will be defended, issuing of two diplomas.

The thesis is only defended once, before a mixed jury. It is written in one of the national languages and completed at the defence by an oral summary in the other language.

The defence results in the issuing of the title of doctor by the French university and of an equivalent title and diploma from the foreign establishment.

A grant may be allocated by the Regional Delegation to finance the international mobility of the PhD student.

You can find further information on the web site of the French State Department for Higher Education and Research:

www.enseignementsup-recherche.gouv.fr > Higher education > Studying in Europe and the rest of the world > Coming to study in France.

1.3 How to finance your thesis

Very often – as you will soon discover – laboratories are extremely interested in you and the interest you have in their work. All self-respecting laboratories have one or two thesis subjects on hand, ready to be suggested to motivated young researchers. What is missing, in general, is the funding! Yet it is very important, and often obligatory, that PhD students be financed during the preparation of their thesis so that they can devote themselves exclusively to their research work and doctoral training.

1.3.1 Non-financed theses

Certain doctoral training courses allow their PhD students to prepare their thesis without funding. This is the case in particular in the fields of Social and Human Sciences (SHS) and Arts and Literature, in which very few theses are funded.

It is therefore common in these fields for students to have another paid activity during the preparation of their thesis, particularly for those who have the CAPES or *Agrégation*. This solution can be very difficult. You should be aware of the fact that if you commit yourself to this path, the duration of your thesis will almost certainly be of more than 3 years. You will be obliged to ask for special enrolment dispensations.

1.3.2 Financed theses

a. Funding modalities

The funding of a thesis must give rise to a work contract. Funding by means of donations is normally not permitted and, as a result, is starting to disappear.

Since the start of the 2009 academic year, the modalities for funding a thesis have changed. The Doctoral contract has been implemented, replacing in particular the fellowship and tutoring contracts from the MESR.

This doctoral contract *has nevertheless not replaced all* the other types of limited duration contracts in existence. In addition, it should be noted that the decree establishing the Doctoral contract *does not prevent* the university or research organisation employing the PhD student from drawing up another type of limited duration contract (just as non-financed theses are also permitted).

• The Doctoral contract

Since 2009, a type of contract known as the “doctoral contract” has been implemented. The aim of this contract is to eliminate payment and social protection inequalities between PhD students, regardless of their employer (university or State-funded research organisation) or their source of funding (State, local authorities, research organisations, associations, corporate philanthropy...). The financier now pays a subsidy to the PhD student’s employer, who then draws up a doctoral contract for the student.

NB

With the doctoral contract, there is neither age limit for applying, nor time limit since obtaining the Master’s degree.

Who is concerned?

The doctoral contract concerns PhD students whose employer is:

- a State-funded establishment of a scientific nature (**EPSCSP**): University, *Écoles Centrales*, INSA, UTC, National Schools of Agronomy (such as Montpellier SupAgro)...
- or a State-funded scientific and technological establishment (**EPST**): IRSTEA, CNRS, INRA, INSERM, INRIA, IRD...
- or a State-funded higher education administrative establishment (**EPA**): Ecoles des Mines, ENSI, IEP... ; or an EPA with a statutory mission for higher education or research: ANR, Institut Telecom...

It *does not concern* PhD students recruited by:

- a State-funded establishment of an industrial and commercial nature (**EPIC**): ADEME, CIRAD, CEA, CNES... (Note that in general PhD students working in such places benefit from contracts that are equivalent to the doctoral contract, or possibly even more advantageous).
- or a research organisation with the status of **foundation** (note: do not confuse a foundation with an association as they have different legal statuses).
- or a private business that employs a PhD student in the context of an industrial agreement for training through research (**CIFRE**). See below for the particularities of CIFRE contracts.

The characteristics of the doctoral contract

The doctoral contract is above all a work contract in conformity with public law. It specifies the object and duration of the mission entrusted to the PhD student, as well as the nature of the activities to be accomplished and the salary.

It automatically confers the right to the various forms of paid leave and seniority enjoyed by contractual employees of the State. Through this contract, the

employer also commits to providing the PhD student with the supervision and training necessary for completing the tasks demanded.

Duration: This contract has a duration of three years, including if applicable a two-month trial period that cannot be renewed. The contract may be extended for a maximum duration of one year if exceptional circumstances justify it (linked either to the research work or maternity or sick leave, for example).

Missions: The activity of the PhD student may be devoted exclusively to research or divided into 5/6 research + 1/6 other activities. These other activities may be: teaching, an expertise mission within a business or a local authority, diffusion of scientific culture, promotion of the results of the scientific and technical research. It is the establishment in which you enrol that decides on the nature of the other possible activities.

Work conditions and payment: The duration of the work is identical to that of agents in service to the State: 35 h/week. The annual salary of contractual PhD students is set every year by a ministerial order published in the Official Journal. Those who work exclusively on their research are entitled to a salary of €1684.93 gross per month; those who have activities in addition to their research will be paid €2024.70 gross (figures as of 01 July 2010).

A rider to the initial contract may be signed at any time, by agreement between the two parties, in order to add or remove missions in addition to the research (with subsequent modification of the salary).

Reference texts:

Decree n° 2009-464 of 23 April 2009 concerning contractual PhD students in State-funded higher education or research establishments.

Ministerial order of 23 April 2009 stipulating the salary of the contractual PhD student.

MESR circular of 24 June 2009 on contractual PhD students.

• **CIFRE**

CIFRE (Industrial agreements for training through research) are a means of funding a thesis through a private sector company, in collaboration with a research laboratory. They thus associate, around a research project culminating in the defence of a doctoral thesis, three partners:

- a company that entrusts the PhD student with research work in direct liaison with an external laboratory and that draws up a work contract for him or her (the company must be governed by French law)

- a State-funded laboratory that supervises the work of the employee-PhD student (as such, the student is enrolled in the Doctoral School attached to the laboratory)
- a PhD student.

The company establishes for the PhD student a limited duration contract (CDD) for 3 years (article D 121.1d of the French Work Code) or may also draw up an unlimited duration contract (CDI). The starting salary may not be less than €23 484 gross / year.

In addition, the company and host laboratory sign a research collaboration contract stipulating the operating modalities between the partners – particularly in relation to ownership of the results – and concerning if applicable funding by the company for the laboratory to purchase the material needed for the research specified.

CIFRE funding has a very particular framework as the PhD student is attached to a company, with all the advantages (and disadvantages) that this implies:

- this type of contract has the advantage of being able to be considered as a real professional experience (the thesis can also be considered in this way but unfortunately the private sector has many preconceptions regarding public sector research and puts greater stock in people who have already worked in connection with the private sector).

- the disadvantage is that in general businesses are very demanding of their “young CIFREs”. Although this pressure can also be motivating, it is also an additional source of stress. Moreover, freedom of action and decision-making are more limited than with public sector funding: if the company does not see any direct interest in your work, it will “refocus” you in accordance with *its* priorities!

Generally speaking, CIFRE subjects are more applied but it is up to you, and the laboratory to find a satisfactory compromise between research and development.

Since December 2005, the CIFRE procedure is open to non-industrial structures. The following structures can also benefit from CIFRE agreements: local authorities, the para-public sector, associations with a social vocation, NGO, CAUE (Consultants in Architecture, Town Planning and the Environment), and consular offices: Chambers of Commerce and Industry, of Agriculture, of Trades, etc...

CIFRE are managed and organised by the ANRT (National Agency for Technological Research) on behalf of the State Department for Research.

Further details can be found on the site www.anrt.asso.fr > CIFRE. In particular, see the document: www.anrt.asso.fr/fr/pdf/comment_monter_sa_cifre.pdf.

On the site, you will also find CIFRE proposals.

CIFRE-Defence

The aim of the CIFRE-Defence system is to encourage the development of research of a public and private sector nature on subjects concerning defence.

This system is based on the same principles as the other types of CIFRE, but includes two other partners, making a total of 5:

- a business that entrusts the PhD student with a strategic research mission in a defence field and establishes a limited or unlimited duration contract
- an academic research laboratory
- a PhD student
- the DGA (Directorate General of Armaments), which announces its scientific priorities, consults, selects the dossiers and ensures the scientific follow-up of the PhD students. It entrusts the ANRT with the administrative management of the corresponding dossiers. It provides the ANRT with the funds necessary for setting up the CIFRE-Defence contracts retained.
- the ANRT, which signs with the company a CIFRE-Defence agreement, on the basis of which a subsidy is paid to the company to the sum of €14 000/year.

The company and the laboratory draw up a research collaboration contract which stipulates the conditions under which the partnership will take place, particularly the research methodology, the place of work of the PhD student, confidentiality matters, and intellectual property. A copy of the contract is sent to the DGA, *via* the ANRT.

Note: The CIFRE-Defence propose a wide range of subjects in the field of SHS.

For further information: www.anrt.asso.fr, section CIFRE-Defence

Note!

During the CIFRE recruitment process, do not forget to negotiate your salary with your real employer: the company. Also find out about:

- paid leave, particularly RTT (reduction in working time) days, the number of which varies from one company to another
- bonuses, job risk allowance, which is not obligatory for a CDD of 3 years (not inconsiderable given that it represents 10% of the total salary paid by the company)
- your rights, as a doctoral student of course, but also as an employee (collective agreement, workers' committee – holiday vouchers, restaurant tickets, etc...).

• Other work contracts

As already mentioned above, other types of CDD than the doctoral contract or the CIFRE contract may be proposed to PhD students.

This will be the case in particular if your employer is an EPIC (State-funded establishment of an industrial or commercial nature) or a research foundation.

• Donations

By law, donations are not allowed and, generally speaking, nor are all subsidies granted to provide work without the signature of a work contract. This type of funding may be assimilated with “undeclared work” (or illegal labour). Moreover, a circular from the general direction for research and innovation (20 October 2006) underlines that “these situations are not acceptable for PhD and post-doctoral students”.

This type of funding does not provide the PhD student with any social cover.

Since 2004, donations have become less and less common (law *oblige!*). Funding from associations and foundations, which can complement other forms of funding, more often give rise to a work contract by the university or research organisation employing the PhD student.

b. Finding funding

There are a great number of sources for financing a thesis, and their number also varies from one discipline to another. It is in the field of “hard sciences” that there are the most.

The list of sources of funding presented in this chapter, even if it is as complete as possible, is nevertheless not exhaustive. If you are working on a very particular subject, your laboratory should be able to guide you in your search for funding.

You will find useful information on the following sites:

- **ANDeS** (National Association of Doctors of Science) which proposes a very full list of possible sources of funding, classified by field, with the possibility for a guided or advanced search. Do not hesitate to register, it is free: <http://financements.andes.asso.fr>
- **ANR** (National Research Agency): www.agence-nationale-recherche.fr

We also recommend that you search the web sites of all the various research organisations, where you will find information on the wide range of subsidised research programmes. Also remember to look on the web site of your establishment, where you will find a section on “Funding”.

• **Funding by universities**

These are doctoral contracts which, since the start of the 2009 academic year, replace the fellowship research contracts (and possibly tutoring contracts) from the MESR. The new contracts are no longer signed in the name of the State, but directly by the establishments concerned.

PhD students that can benefit from this funding by the university are selected by the Doctoral Schools. The selection modalities vary from one university to another, and even from one Doctoral School to another. It is thus very important that you find out *early as possible* about these possibilities from the directors of your Master’s degree and above all from the ED (doctoral school)!

• **Funding by State-funded research organisations**

Depending on the case, State-funded research organisations can finance a thesis in its entirety or co-finance it with businesses or local authorities (at the Regional level). In all cases, it is the organisation that employs the PhD student.

Here is a list of the various research organisations that can finance or co-finance a thesis. **This list is not exhaustive!** Remember to also consult the web sites of research centres (see chapter 3.1.6 “[Main research organisations and poles](#)”).

IRSTEA National institute of research in sciences and technology for the environment and agriculture



The doctoral contracts offered by the IRSTEA can be co-financed by an external partner (industrial, professional organisation, local authority, research organisation, etc.). The PhD student is bound to the IRSTEA by a limited duration contract that provides common law social protection and is for a duration of three years. The date limit for the submission of applications is mid-May. Contracts start on 01 December.

Further information: www.irstea.fr/nous-rejoindre/nos-theses

IRSTEA Montpellier: www.irstea.fr/linstitut/nos-centres/montpellier

Centre National de la Recherche Scientifique (National centre for scientific research)



There are several sorts of funding: by the CNRS alone, by the CNRS and the Region, by the CNRS and a company.

You must have a master's degree or equivalent allowing you to enrol in a Doctoral School (engineering diploma); you must also have a research project and, if possible, a partner committed to co-funding your recruitment (business, Region, other organisations...). Research subjects are chosen in agreement with the CNRS, a business or a given Region.

Note: The recruitment campaign takes place in March-April. In addition PhD students can be hired outside of these dates within CNRS units. In this case, the students work in the context of research projects financed exclusively by external resources.

Further information: <http://www.dgdr.cnrs.fr/drh/emploi-nonperm/formation.htm>
Languedoc-Roussillon delegation: www.cnrs.fr/languedoc-roussillon/index.htm

French institute for the sciences and technology of transport, town planning and networks (IFSTTAR)



IFSTTAR doctoral contracts can be complemented by teaching missions or internships in companies. Whilst remaining attached to an IFSTTAR research structure, certain subjects proposed can also benefit from funding from outside the institute (CIFRE, research contract, EU...). The reference supervisors for such thesis subjects are responsible for giving all the essential details of this type of funding, and on the recruitment procedure, which may differ slightly from that for internal recruitment (the interview in particular may be pushed back in time).

See the site: <http://www.ifsttar.fr/publication/theses/candidats/index.php>
Address: Boulevard Newton, Champs sur Marne, 77447 Marne la Vallée Cedex 2

National institute for agricultural research (INRA)



The INRA research departments co-finance doctoral theses with local authorities or private sector companies. Proposed thesis subjects are sent to the head of the department by the director of the unit liable to take you on, before the end of March every year. Once the subject has been retained by the head of the department, candidates must then submit their applications to him or her before the month of October, *via* the director of the unit.

Further information: www.inra.fr/Chercheurs-etudiants

Address: INRA, DRH secteur de gestion des non-titulaires, 147 rue de l'Université, 75341 – Paris Cedex 07 Tel.: 01 42 75 90 00

National research institute for computer science and automatics (INRIA)



Preparing a thesis in the context of an INRIA research project is an opportunity to dedicate yourself to a creative field and to acquire state-of-the-art skills in the field of information technology. The

INRIA funds around forty theses a year.

Further information: www.inria.fr Research > Young researchers > Being a PhD student.

Address: INRIA, 2004, route des Lucioles, BP 93, 06902 Sophia Antipolis

Tel.: 04 92 38 77 77

Research institute for development (IRD)



The IRD gives funding to engineers or academics with a master's degree. Fields of research concerned: mathematics and computing; physics and science for engineers; earth and universe sciences; chemistry; biology, medicine and health; human sciences and humanities; social sciences.

Further information: www.ird.fr

Address: IRD, DPF Le Sextant, 44 Bd Dunkerque, CS 90009, 13572 Marseille cedex 02

Tel.: 04 91 99 92 00

National office for aerospace studies and research (ONERA)



The ONERA permanently hosts in its laboratories more than 200 young researchers preparing a doctoral thesis. For certain thesis subjects, co-funding is possible with other research organisations (Cnes, CNRS, CEA, INT,...).

The ONERA also hosts young graduates preparing a thesis recruited by industrialists on a CIFRE contract.

Further information: www.onera.fr > Employment and training > Doing a thesis at the ONERA.

Address: BP72 - 29 Av. de la Division Leclerc, 92322 Châtillon cedex

Tel.: 01 46 73 40 40

Agency for the environment and the mastery of energy (ADEME)



The ADEME funds around 60 doctoral theses a year. The themes and application forms are available on the web site. Equal co-funding is sought for all the projects proposed so as to make possible the development of thesis subjects that are directly linked to an industrial consideration, or to accompany a desire for regional organisation of

research on top priority subjects for the ADEME. It is up to each candidate to approach potential co-financers, including regional councils.

Total funding of certain applications by the ADEME remains exceptional. It plays a part in the promotion of certain fields of research in human, social and legal sciences, and in impact studies on health and ecosystems. However, even in these fields an increasing number of co-financed projects are accepted by businesses or local authorities.

Further information: www.ademe.fr

National agency for the management of radioactive waste (ANDRA)



The ANDRA recruits PhD students – who must be aged at least 26 when they take up their position and be citizens of the European Union – for a duration of the three years needed to prepare a thesis. The ANDRA then makes these students available to an authorised laboratory. In this way it supports research work upstream of applied studies in the field of the management of radioactive waste. Date limit for applications: end of March!

Further information: www.andra.fr

Address: 1/7 rue Jean Monnet, 92298 Chatenay-Malabry Cedex. Tel.: 01 46 11 80 00

Atomic energy commission (CEA)



Every year, the CEA offers financing opportunities for a large number of theses, in a wide range of fields. The funding is either total or co-funded with the Region. The profiles sought are engineers with a Master's degree.

www.cea.fr > Theses and post-doctoral studies at the CEA

Headquarters: CEA, Bât. Le ponant D - 25 rue Leblanc, 75015 Paris

Tel.: 01 64 50 20 59

National centre for space studies (CNES)



These doctoral contracts must obligatorily be co-financed by a partner. The funding is aimed at young graduates from universities or engineering schools, with a Research Master's degree, with a view to the preparation of a doctoral thesis in a State-funded research laboratory, in France, outside the CNES.

Contracts start at the latest in the month of December of the year in progress. Applications must be presented *via* a scientific or university laboratory, with co-funding (industry, research organisation, region, CNRS...).

Further information: www.cnes.fr

Address: CNES, 18 avenue Edouard Belin – 31401 Toulouse Cedex 4
Tel.: 05 61 27 31 31

National institute for the industrial environment and risks (INERIS)

INERIS Every year the INERIS funds 15 new PhD students for 3 years in the context of its research activities: mathematics and computing; physics and sciences for engineering; earth and universe sciences; chemistry; and social sciences.

Further information: www.ineris.fr

Address: Verneuil-en-Halatte - 60550 Parc Technologique ALATA - B.P. n° 2
Tel.: 03 44 55 66 77

• **Funding via foundations and associations**

Foundations and associations rarely provide full funding, but the subsidies they propose can be complementary funding.

In certain cases, the funding may take the form of a donation. Before accepting funding, find full information on how it is paid!

Funding by foundations (non-exhaustive list)

FONDATION MÉDÉRIC ALZHEIMER

Theme: the development of research in human and social sciences, to improve knowledge of the medico-social and societal environment of Alzheimer's disease, the people affected by it and their carers, families, volunteers and professionals. Attribution of 4 doctoral grants of a sum of €10,000 / year for 1 year, renewable once.

Date: applications downloadable end of June. Submission: September.

www.fondation-mederic-alzheimer.org

FONDATION POUR LA RECHERCHE MÉDICALE

www.frm.org section "Researchers"

Contact: gaetane.pollin@frm.org

Tel.: 01 44 39 75 74

Duration: 1 year

FONDATION NAPOLEON

Theme: the First or Second Empire

www.napoleon.org

Contact: T. Lentz

Tel.: 01 44 96 43 08

Attribution of six grants of a sum of €7,500, in a single payment

Date: end of September

Funding by associations (non-exhaustive list)

ACADÉMIE D'AGRICULTURE DE FRANCE

Jean & Marie-Louise DUFRENOY research grant.

Disciplines: biological chemistry, microbiology, plant pharmaceuticals, genetics, crop science, zootechnics, forestry, nutrition sciences, statistics and computing, applied to all fields of agriculture including economics.

Duration: 1 year, non-renewable

Maximum sum: €3,810/year

www.academie-agriculture.fr >

Prizes & medals > Jean & Marie-Louise Dufresnoy research grant

Tel.: 01 47 05 10 37

ASSOCIATION FRANÇAISE CONTRE LES MYOPATHIES

Theme: Neuro-muscular diseases

www.afm-telathon.com/research/calls-for-proposals.html

ASSOCIATION FRANÇAISE DE LUTTE CONTRE LA MUCOVISCIDOSE

Theme: diagnostic, preventive or curative applications in the field of cystic fibrosis

www.vaincrelamuco.org

Contact: Franck Dufour, scientific director

Tel.: 01 40 78 91 61

Date: call for tender April – May

ASSOCIATION FRANÇAISE DES DIABÉTIQUES

Theme: Diabetology

www.afd.asso.fr

ASSOCIATION FRANÇOIS AUPETIT

Theme: Crohn's disease

www.afa.asso.fr

Tel.: 01 40 19 34 36

ASSOCIATION POUR LA RECHERCHE SUR LE CANCER

Theme: cancer research (students with a medical profile)

www.arc-cancer.net

www.recherche-cancer.net

Duration: 1 year, renewable

Amount: €1,684.93/month

Note: The ARC also grants subsidies to 2nd year Master's students, for 6 months or 1 year.

GROUPE DE RÉFLEXION SUR LA RECHERCHE CARDIOVASCULAIRE

<http://www.grrc.fr/bourses>

stephane.germain@college-de-france.fr

LIGUE CONTRE LE CANCER

www.ligue-cancer.net/article/la-recherche/appels-d-offres

3-year doctoral contracts or 1-year CDD for a 4th year of doctoral study.

Contact: recherche@ligue-cancer.net

ASSOCIATION RETINA FRANCE

Theme: retinal degeneration

Disciplines: genetics, biochemistry, cellular biology, biophysics, ageing.

Duration: 1 year, for young researchers with a 2-year Master's degree + 2 years of research.

www.retina.fr > **Our health info > Research**

Contact: J. Kaplan
josseline.kaplan@inserm.fr
Tel.: 05.61.78.91.00
Date: end of February

GROUPE D'ÉTUDE SUR L'HÉMOSTASE ET LA
THROMBOSE

Themes: haemostasis and thromboses
Discipline: haematology
<http://site.geht.org>

PRIX MICHEL SEURAT-CNRS

Themes: contemporary societies or
cultures of the Middle East.

prix.michel-seurat@cnrs-dir.fr
Tel.: 01 44 96 43 08

Amount: €12,500, in a single payment

SOCIÉTÉ D'ETHNOLOGIE

Themes: epistemology, ethnology,
comparative sociology, ethno-
musicology

www.mae.u-paris10.fr/socethno

Tel.: 01 46 69 26 10

Amount: €8,000, in a single payment

Date: early March

2. DURING THE THESIS

2.1 Administrative formalities

Conditions of access to doctoral studies (Ministerial order of 7 August 2006):

To enrol on a doctoral course, you must have a French national master's degree or another diploma at master's level, following a course establishing your aptitude for research.

If this condition is not satisfied, the head of the establishment may, by derogation and following a proposition by the council of the doctoral school, enrol:

- Students from abroad with an equivalent level of study,
- Students benefitting from validation of work experience.

Enrolment in doctoral studies is announced by the head of the establishment based on a proposal from the director of the doctoral school, following the opinion of the director of the thesis and the director of the research unit. It is valid for admission to the training courses provided by the doctoral school. The enrolment must be renewed at the start of each academic year. Generally speaking, a doctorate is prepared over 3 years.

For a first enrolment on a doctoral course:

- The director of the doctoral school ensures that the scientific, material and financial conditions have been met, thus guaranteeing that the candidate's research work and thesis preparation can run smoothly, following the opinion of the director of the research unit regarding the quality of the project;
- The thesis charter must be signed by the PhD student, his or her thesis director, the director of the doctoral school and the head of the host unit or team.

During the preparation of their thesis, PhD students are fully integrated into the research unit.

In the course of their doctoral training, PhD students take accompaniment training courses and take part in teaching, seminars, missions or internships.

PhD students carry out their work under the supervision and responsibility of their thesis director.

Two essential and obligatory steps in your enrolment for a thesis:

1 – Create your private space (ADUM) on the site of the doctoral school

When you start your thesis, at the start of each new academic year, every time your personal or professional situation changes, at the time of your defence,

etc., you must complete the various sections and print out the administrative documents necessary for your scientific and administrative enrolment, in the private space you created when you first enrolled on your thesis course.

NB: This step does not concern PhD students at UM3 or University of Perpignan.

2 – Enrol in an establishment that issues doctorates to:

- Be registered and receive your student card
- Have access to the services of the library, the CROUS, etc.
- Be able to benefit from the training courses proposed by the Doctoral College and/or your Doctoral School
- Be able to defend your thesis and obtain your doctoral diploma.

If you are a PhD student from a foreign country, the international relations department will help you with your administrative formalities.

2.1.1 The ADUM, your private space

• What is the ADUM?

The ADUM is an electronic directory and Internet portal for information, services and communication for young researchers.

It is presented in the form of a database completed by young researchers and consultable via the Internet. This database contains information about the PhD student/doctor, his or her academic career since the start of post-graduate studies up to his or her professional insertion. The data can be consulted on the web site of the doctoral school, the establishment and the ADUM network www.adum.fr/reseau.

This site is portal giving access to a network of young researchers. Today, the base contains 55,000 profiles of young researchers from all disciplines and several *Académies*. (Site and database declared at the CNIL (French data protection authority) under number 1424575.)

The aim of the ADUM is to create, via the creation of this network, a real bridge towards employment. It allows young researchers to display their skills profile on line, and businesses to find their future employees.

A personal ADUM account allows each person registered to update his or her information at any time (thanks to secure access) and to access a wide range of services.

• Examples of services set up by the ADUM

- ON LINE ENROLMENT IN A DOCTORAL SCHOOL (for UM1, UM2, Montpellier SupAgro and the Ecole Nationale Supérieure de Chimie de Montpellier (ENSCM)).
- LIST OF TRAINING COURSES offered to PhD students, with registration and management on line of these courses.
- SENDING INFORMATION concerning doctoral life by e-mail.
- DECLARATION of the defence of the thesis and submission of the PDF files of the electronic version of the thesis (for UM1, UM2, Montpellier SupAgro and ENSCM).
- PUTTING ON LINE your skills profile.
- PERSONALISED SET-UP of the display of the data in the different directories.
- JOBS NEWSLETTER: shows job offers with the possibility of receiving them directly by e-mail.
- SEARCH ENGINE by key words.
- POSSIBILITY OF OBTAINING A FREE, LONG TERM E-MAIL ADDRESS.

• Opening an ADUM account

To create your ADUM account, go to the web site of your doctoral school.

A registration certificate will be generated at the end of the process. You must give this certificate to the Doctoral School, along with the various administrative documents required for enrolment on a thesis. The data will then be validated by the Doctoral School before being integrated into the database. You will be informed of the validation by e-mail.

From then on, you will have access to all the services provided by the ADUM and can update your data, projects and professional status at any time. In this way, you can put on line your photo, or a CV designed by you. You can choose not to appear in the public directory.

Every time you re-enrol on the thesis course, and when you defend your thesis, you will be asked to update your data. It is thus very important that you take the time to complete the required fields correctly as they will follow you throughout your thesis and for up to 5 years after you have defended it. These data will also form your CV, which can be consulted by potential employers. Displaying your profile on the site of the doctoral school guarantees the employer of your level of education and your skills.

It is both necessary and important that you update your profile regularly so that it is always reliable!

Recommendation

For PhD students at UM3 or UPVD: registering on the ADUM database is not an *obligatory* step in your enrolment on a thesis course, but it is nevertheless very *useful* (and free too). By registering on the ADUM, you will be able to benefit from all the information and all the services to which the portal gives you access.

Further information:

www.adum.fr/adum

Tel.: 04 67 14 42 83

E-mail: webmaster@adum.fr

2.1.2 Enrolment modalities per establishment

a. UM1, UM2, Montpellier SupAgro and the ENSCM

• Your 1st enrolment on a doctoral course

1 – Registration in the ADUM:

Go to the web site of your doctoral school or that of the ADUM: www.adum.fr/adum.

If you have already created your ADUM account, go to your “Private space”.

If you do not have an account yet, click on “Create an account”.



ADUM

Portail Internet d'information, de service, de communication des Doctorants et Docteurs

ACCÉDEZ au RÉSEAU ADUM



Espace personnel

Vous entrez dans une zone réservée

Votre adresse email :

Mot de passe :

[SE CONNECTER](#)

[J'ai oublié mon mot de passe.](#)

[Créer un compte](#)

[Créer un compte](#)

[Intranet encadrants / gestionnaires >>](#)

Votre espace personnel est l'espace unique dédié à toutes vos démarches d'inscription, de réinscription et de soutenance de thèse.

Il vous permet :

- d'accéder à votre dossier qui regroupe toutes vos informations
- d'effectuer votre actualisation annuelle
- de déposer les pièces administratives demandées
- d'accéder aux services du réseau ADUM :
 - offres d'emploi
 - réseau des doctorants et docteurs
- de gérer votre présence dans les annuaires
- de mettre en ligne votre profil de compétences
- de vous inscrire aux formations
- d'assurer la diffusion en ligne de votre thèse sur des plateformes dédiées

webmaster@adum.fr

Follow the instructions, completing each page of the form. When you have correctly completed all the forms, you can click on "I have finished".

In the Private space, section "Administrative documents", download the documents requested by your doctoral school and/or establishment, print them out, sign them and get them signed.

2 – Administrative enrolment in your doctoral school and establishment:

Submit these documents, signed and accompanied by the justifications requested, to the secretary of your doctoral school so as to obtain its authorisation, then to the doctoral studies department of your establishment to finalise your enrolment by paying the enrolment fees.

The establishment will then issue you your student card.

• Re-enrolment on a thesis course

1 – Updating the data in your Private space.

Once you have finished, download the administrative documents.

Depending on your doctoral school, there are different procedures (signature circuit). Consult the modalities on the web site of your doctoral school.

2 – Administrative enrolment: submit the completed file to the doctoral studies department of your establishment. Pay the enrolment fees → Edition of the student card.

b. UM3

• Your 1st enrolment on a thesis course:

1 – Request for admission into doctoral studies (mid-June to early October)

Go to the web page <http://recherche.univ-montp3.fr> and follow "Doctoral schools" > "First enrolment". Depending on the diploma you have, download the dossier corresponding to your situation.

Fill in the documents requested and get them signed. Return the dossier to the SEED before the date indicated. You will receive a positive response from the doctoral school, allowing you to enrol.

2 – Administrative enrolment (July to November)

On reception of the authorisation to enrol: enrol at the SEED, either on line for students who obtained their Master's degree at UM3, or in person after having made an appointment on the web site of UM3 in the ENT (digital work area).

You will see the deadlines on the site: in the section "Doctoral schools" > "First enrolment", click on the type of diploma you have.

Contact: etudes.doctorales@univ-montp3.fr

• Re-enrolments:

The modalities for re-enrolment, as well as the deadlines for requesting and submitting dossiers, differ greatly from one Doctoral school to another.

For PhD students at the ED 58, re-enrolment is possible without dispensation from the 2nd to 5th years. A dispensation is necessary from the 6th year.

For PhD students at the ED 60:

- if you have funding, there is a specific procedure for re-enrolment in 4th year.
- if you do not have funding, re-enrolment is possible without dispensation up to the 4th year included. A dispensation is required from the 5th year.

For more information about the modalities that concern you, go to the page <http://recherche.univ-montp3.fr/index.php> and, in the section "Doctoral schools" > "Re-enrolment", then follow the link [Doctoral school 58](#) or [Doctoral school 60](#).

c. University of Perpignan Via Domitia

• Your 1st enrolment on a thesis course:

1 – Pedagogical enrolment:

Download the request for enrolment on line for the Doctoral school that concerns you: www.univ-perp.fr > Research > Organisation of the research.

Take this request for permission to enrol, along with the documents required, including the opinion of the thesis director and the director of the laboratory to the DRV (Direction for Research and Valorisation) situated in building B2, at the heart of the main UPVD campus.

2 - Administrative enrolment:

When the request for enrolment on a doctoral course has been validated by the doctoral school, obtain the enrolment authorisation form from the DRV and enrol administratively at the BASE department.

• Re-enrolments:

The modalities for re-enrolment are similar to those for enrolment in 1st year: download the dossier from the site www.univ-perp.fr > Research > Organisation of

the research, fill it out and take it back to the DRV and, once you have received the authorisation, complete your administrative enrolment at the BASE department.

NB

Enrolment fees for doctorates: these fees are determined every year by the French State Department for Higher Education and Research and are currently around €388.

2.1.3 The Thesis Charter

PhD students do not have a well-defined status, being part student, part young researcher, part employee. The Thesis Charter nevertheless provides a framework for the preparation of the thesis.

The charter specifies the rights and obligations of the partners in the doctoral training: the PhD student, his or her thesis director, the head of the host unit and the director of the doctoral school.

It must be signed and respected by all the various partners.

Each establishment has its own charter, clarified and completed from the basis of a model charter drawn up by the State Department.

a. Rights of PhD students according to the Thesis Charter

Access to the resources of the research unit:

Installations, computer, telephone, fax... to the same degree as the permanent members of the laboratory. You must also be allowed, and encouraged, to present your work at conferences in the same way as the permanent members.

A well-defined subject:

The subject of your thesis is defined before your enrolment, with your future thesis director. This preliminary work must make it possible to identify the main outlines of the subject, and above all its originality and importance. It is the responsibility of the thesis director to have sufficient experience in the research field in question. He must not therefore throw you into investigations that are too hazardous. He is responsible for evaluating the innovative nature of your subject.

Personalised, serious follow-up:

You have the right to personal supervision on the part of your thesis director. He undertakes to devote a significant amount of his time to you. It is essential that

the principle of regular, frequent meetings be stipulated from the outset. Your thesis director must monitor your progress and any difficulties you have, discuss possible options with you and inform you of any useful, positive or critical remarks he or she may make. This right is in parallel to the obligation on your part to provide information: the more you communicate with your thesis director, the more elements he or she will have to help you.

Right to publish:

Your name must appear among those of the authors of articles, papers, works, patents and industrial reports that use your research work.

Initiative and communication:

PhD students undertake to work seriously, with no stalling! You must also show proof of initiative, explore new paths, start the necessary tests, request the material you need, etc. In short, you must behave like any other researcher. You also have, with regard to your thesis director, an obligation to inform him or her of any difficulties encountered and any progress made. In other words, do not go a month without making contact, or worse: six months without making any progress and without saying so! You are expected to adopt the responsible behaviour of a professional who reports his work in his work place.

Training courses:

You must take scientific and transversal training courses during your thesis (around one hundred hours spread over 3 years). You choose these courses in agreement with your thesis director. This is then validated by the director of the Doctoral School.

The Doctoral College proposes so-called "transversal" courses, the doctoral schools the "scientific" courses.

Respecting contractual commitments:

If, for example, part of your thesis work is subject to a confidentiality agreement with a third party (such as a company), you must obviously respect this agreement.

b. What to do in case of a problem

First of all, you need to play things down a little: in every professional milieu, conflicts are commonplace. The key is to establish communication between you and the person or people with whom you are in conflict. This communication can be direct or in the presence of a mediator.

The first step is, naturally, to start a discussion within the laboratory. If the director of the laboratory is not involved in the conflict, he or she may act as the mediator. He or she may also refocus things in case of a failing in the supervision or the PhD student.

If the problem cannot be settled at this level, the Thesis Charter includes the possibility of turning to other forms of mediation, based on a concentric model:

- The Thesis Committee (see below for more details about the “**Thesis committee**”) can be convened at your request in an attempt to resolve the conflict. If this fails, the committee will designate a mediator who will listen to parties involved and propose a solution with a view to completing the thesis.
- If this step does not make it possible to solve the problem, each of the parties must choose a mediator, and these mediators must then expose the problem in writing, without mentioning the parties involved and present their text to the Scientific Council. The Council will, in turn, designate a mediator from within its ranks.
- Should the mediator from the Scientific Council also fail, the PhD student or one of the other signatories of the Charter may ask the president of the university to designate *via* the Scientific Council a mediator external to the university.
- The final possibility is to request the intervention of the president of the university in person.

Good to know

Obviously, if you encounter this type of problem, it is desirable that you be accompanied. The associations for PhD students play a very important supportive role for PhD students with problems.

These associations will allow you to meet other people who have maybe had similar problems and will help you to see more clearly. Finally, an association brings together people with a wide variety of experiences. They may give good advice and provide you with support.

2.1.4 Residency procedures for foreign students

After enrolment, foreign PhD students must apply for a residence permit. There are two possibilities for this permit: either “student” status or “scientist-researcher” status.

All foreign PhD students, with or without a doctoral contract, may benefit from the “student” status.

For students who have a residence permit with "student" status and who benefit from a work contract during their doctorate, it is possible to obtain a residence permit with "scientist-researcher" status. This will eliminate the need for you to request a work permit, a permit that is essential for PhD students with both a "student" residence permit and a work contract.

To request this change in status, you must ask your host establishment – university, school, research organisation, etc. – to draw up a "convention d'accueil" (host agreement). The planned duration of the work, which is mentioned in the "convention d'accueil", is taken into account when you come to renew your residence permit. The renewal must be requested in the two months preceding expiry of the residence permit.

Further details are available on the web site of the PRES:

www.pres-suddefrance.fr/international/inter-chercheurs.php

2.1.5 Social Security and Complementary Health Insurance ("mutuelle")

• PhD students who receive a salary

Regardless of your age, you benefit from employee status. This allows you to register with the Caisse Primaire d'Assurance Maladie (French social security) in your place of residence.

Note! You must do this registration yourself or you will not be affiliated to the social security system as payment of contributions does not equal registration!

You must thus request a registration form from your CPAM and provide the following justification documents:

- photocopy of your work contract
- 3 last pay slips (if you have worked previously)
- a RIB (bank details)
- old "carte Vitale" + attestation of your previous rights to social protection
- photocopy of your identification papers (passport...)
- proof of residence
- certificate of tuition or a photocopy of your student card

CPAM de Montpellier: 29 cours Gambetta - 34934 Montpellier Cedex 9

• PhD students who are not funded, or funded without a work contract

Social security: if you are under 28 years of age, you may remain affiliated to the organisation that deals with your student social security (MEP or LMDE). If you are over the age of 28 you can renew your student social security until you are 30. Or, for married PhD students, you can benefit from the social security protection of your spouse (as a “right-holder”).

Complementary health insurance (“mutuelle complémentaire”): if you are under 28 years of age, you may keep your student complementary insurance (MEP or LMDE). If you are over this age, you must take out a new complementary health policy.

In addition, private Third Party insurance is also obligatory. Before taking out a specific insurance policy, make sure that you are not already covered for this type of guarantee by your house insurance (it is often the case).

• PhD student health: who to turn to in case of a problem

In case of illness, pregnancy or handicap, funded PhD students with a work contract must inform the personnel department of their employing establishment and then go to their social security organisation – and the complementary health insurance company if applicable.

For non-funded PhD students (or those receiving donations) the formalities concern only the social security organisation – and the complementary health insurance company if applicable.

There is a preventive medicine department in every establishment. Do not hesitate to contact this department.

2.2 Structures that host PhD students

2.2.1 The research laboratory

The laboratory is a living space... on the condition that it is brought to life. Become another chain in the link among the non-permanent PhD and post-doctoral personnel. Do not disturb the organisation pre-established by the permanent members such as engineers, technicians, administrative staff, researchers and teacher-researchers. On the other hand, do not hesitate to be the initiative behind meetings or proposals or to have discussions with your pedagogical team (thesis director and co-supervisors).

When you arrive, make an appointment with the key player in the laboratory, the director. From a legal point of view, he is the guarantor for all the risks you may be confronted with in his laboratory. With him, define your work conditions and hours. For any problems you encounter, he should be your first port of call.

The laboratory council, which is composed of certain appointed and elected members (of whom you can be one) is presided over by the director. It is a consultative authority that defines the policy of the laboratory: the status, programme, coordination of research, composition of the teams, budgetary questions (requests for, and distribution of, credit), research contracts and technology transfer, diffusion of the unit's scientific information, management of human resources and also the policy for training through research. In certain laboratories, PhD students are elected to the council. Do not hesitate to stand and involve yourself in the life of your laboratory. It will help you better understand how research works.

Seminars are an opportunity for exchanges with researchers from other teams and allow you to encounter other subjects. They are also an excellent opportunity for broadening your mind. It is essential that you attend seminars regularly and that you expose your results.

Thesis defences are a key moment in the life of the laboratory. A defence is when a PhD student exposes the results of three years of research activity, in public, with a view to obtaining the title of doctor. It is the culminating point of a thesis, an essential stage and a key moment in the life of the almost-doctor. Try to imagine yourself in his place in a few years!

2.2.2 Direction of the thesis

a. The thesis director

To be able to direct a thesis, you must have an HDR (authorisation to direct research). The thesis director (who thus has an HDR) is a key person for a PhD student. Over the course of 3 years, your thesis director will help you, guide you and provide you with the means necessary for you to conduct your research work. It is important that you maintain a good relationship with your director. He or she is one of the co-signatories of the Thesis Charter and must also be a key element in your professional insertion.

b. The co-director of your thesis

It is possible that you will also be supervised jointly by one or more other researchers who do not yet have their HDR or who come from another laboratory. Do not forget to get them to sign the Thesis Charter.

c. The sponsor of your thesis

You may also have a sponsor for your thesis. This should be a scientist from outside your laboratory and, if possible, from a different associated university. It is someone who agrees to monitor your thesis work and provide you with advice if necessary. If applicable, he or she may also act as a mediator between your thesis director and you. He or she may attend the thesis committee and be included on the thesis jury.

2.2.3 Higher education establishments

You will find all the contact details of the various establishments on the web site of the Doctoral College: <http://collegedoctoral.pres-suddefrance.fr>.

University councils (so-called "central" councils)

Universities are administered by two councils, on which elected students (and thus potentially PhD students) participate.

The Administration Council (CA) is the university's decision-making organisation. It defines the establishment's policy, votes on the annual budget and approves the accounts. With respect to national priorities, it stipulates the distribution of the jobs it has been allocated by the competent State Departments. It approves the agreements and conventions signed by the president and, finally, the CA has disciplinary powers ...

The Academic Council (sometimes abbreviated CAC) plays a decision-making role with regard to distributing means, adopting the rules concerning exams and for evaluating teaching, the running of laboratories or examining individual questions about the hiring, allocation and career of teacher-researchers. It is composed of a Commission for Training and University Life (CFVU) and a Research Commission.

UFR or school councils

The various UFR and schools are administered by one or more councils, to which students are also elected. There may be a pedagogical council, where teaching and examination conditions are discussed, and a management council which deals with real estate questions for example (renovation or construction of buildings).

2.2.4 The Doctoral College

The Doctoral College is a federative structure that groups together all the doctoral schools from the *Académie* of Montpellier. The Doctoral College was set up in

January 2013 and guarantees the dialogue between the 12 doctoral schools, allowing them to function in an optimal manner. The College is a place of discussion and cooperation both between establishments and doctoral schools on the subject of doctoral training.

To achieve this, it plays a part in:

- coordinating enrolment, re-enrolment and defence procedures;
- organising reflections on the implementation of a thesis charter common to the establishments in both Montpellier and Perpignan;
- offering PhD students transversal training courses designed to facilitate their professional insertion, and more generally enhance the general knowledge of PhD students;
- organising discussion about the overall offer of additional training for all the participating doctoral schools;
- reinforcing the inter-disciplinarity and internationalisation of the course, preparing PhD students for their professional insertion;
- guaranteeing the follow-up of doctors;
- organising events for PhD students and doctors (start of the new academic year ceremony, graduation ceremony, meetings between businesses and doctors...).

Site: <http://collegedoctoral.pres-suddefrance.fr>

E-mail: collegedoctoral@pres-suddefrance.fr

Address: Pôle de Recherche et d'Enseignement Supérieur - Sud de France
Institut de Botanique
163, rue Auguste Broussonnet
34090 Montpellier

2.2.5 The Doctoral Schools

You will find all the contact details for the various doctoral schools on the web site of the doctoral college: <http://collègedoctoral.pres-suddefrance.fr>.

The missions of the doctoral schools (ED):

- organising doctoral training
- applying the Thesis Charter

- complementary training for PhD students, both in terms of the specialisation aspects and preparation for insertion
- helping the professional insertion and follow-up of the outcome of doctors
- setting up a network between research teams for questions concerning doctoral training
- rendering coherent and visible at the international level the proposed doctoral training for the establishments to which the doctoral school is attached.

The ED distribute the doctoral contracts based on a competitive process.

They are not competent in matters of scientific policy and the internal operations of the laboratories.

The Director of the Doctoral School

The Director of the Doctoral School is the organiser of the doctoral school. He is the link between PhD students and the university.

He is also the person who presides over the ED council and validates the modules or training courses that PhD students must take during their thesis.

He ensures that thesis committees sit, and is responsible for ensuring the follow-up of the good running of the work of the thesis and that of the competitive exam for attributing doctoral contracts.

2.3 How preparing a thesis works

2.3.1 Undertaking a thesis

a. Getting off to a good start

The subject of the thesis that is proposed by your director is often different to the one that you will actually cover in the course of your thesis. The initial subject may appear vague, do not be surprised then if you do not obtain a detailed three-year programme: it is impossible! Assuming that you have a well-defined subject, the first year of your thesis nevertheless remains a year of initiation.

The initiation consists essentially in familiarising yourself with the subject. You must examine all the tools to be implemented and the bibliography of the subject. At the end of this stage, you must have fully covered the theoretical field of your subject and, in human terms, you must be fully integrated into your team.

If your thesis director has not already suggested it, it is important that you set a date at the end of your first year by which you write and present orally, to your team and/or thesis committee, the aims of your thesis in a precise manner. This document, which can be substantial, must:

- define the problems that you are intending to cover,
- present the solutions that have been proposed by others and those that you are envisaging,
- propose a work plan for the end of the thesis and plan for publications.

This report at the end of your first year is not an objective in itself, it is simply a means of stating the content of the thesis in a clear manner and of obtaining feedback from your supervisors. Writing this document is the normal endpoint of your work in your first year.

Note!

If you reach the end of your first year and you feel as though you are drowning in the bibliography, sound the alarm! Speak to your thesis director. The directors of the laboratory and the Doctoral School are also potential contacts. Do not start your second year without reacting!

Writing the thesis

The actual writing is often the last stage before the defence of the thesis. That is why information on this subject can be found further on in this guide. However, depending on the type of thesis that you are preparing – a “publications” thesis or a “dissertation” thesis – and depending on your discipline, the writing stage may start relatively early on. We therefore suggest that you take a look at the chapter “Writing” from the outset. You can also consult the web site <http://theses-en-ligne.fr> devoted to the electronic thesis and its specificities.

b. The bibliography

The bibliography is one of the most important parts of the research that you will be doing. It allows you to keep up to date with the progress made in your discipline, to build up a background of solid knowledge and to take a step back from your research activities. You must therefore constitute bibliographies regularly throughout your thesis, including in the first year.

• **Libraries**

Libraries make available to you a considerable quantity of on line resources: journals, bibliographic databases and tools to help you put together your bibliography, such as EndNote Web. These resources are available either from workstations on the campus (self-service workstations in the BU, computer rooms or laboratories), or from any off-campus workstation *via* the ADDOC service. The list of resources to which the university libraries (BU) are subscribed is given in detail on the web site of the Inter-Varsity Library: www.biu-montpellier.fr.

On this site, you can naturally consult the section "Catalogue" to find the journal you are looking for in the university libraries in Montpellier.

The main BU in Montpellier

- **BU Arts and Human Sciences** UM3, Route de Mende
- **BU Sciences** UM2, Place Eugène Bataillon
- **BU Law, Economics, Management** 60 rue des Etats Généraux Espace Richter
- **BU Pharmacy** 11, Avenue Charles Flahaut
- **BU Medicine** 2, rue de l'Ecole de Médecine
- **BU Medicine Nîmes** Avenue Kennedy, Nîmes
- **BU Medical Pedagogy Unit** 641, Avenue du doyen Giraud
- **BU Odontology** 545 avenue du professeur Jean-Louis Viala
- **BU STAPS** 700 Avenue du Pic Saint Loup

There are other libraries associated with these BU. See the site of the BIU: www.biu-montpellier.fr.

The main media library, the Médiathèque Emile Zola in Montpellier (218 Bd de l'Aéroport International) may also be an interesting resource in certain fields.

• **Web sites**

There is a very useful bibliographic research tool available on the site <http://scholar.google.com>.

For specialists in biotechnologies, you can also use the site of the NCBI: www.ncbi.nlm.nih.gov.

Finally, the web site of the BNF (Bibliothèque Nationale de France) proposes an on line library, GALLICA, several on line catalogues, a journals database that can

be accessed from a distance, as well as a selection of web sites – the *Signets de la BNF* – for *all* fields: Law, Sciences and techniques, Arts, Languages and Literature, History, Geography. Site: www.bnf.fr.

• **Organising your bibliography**

A certain number of software programmes allow you to constitute and organise your bibliography: EndNote, Reference Manager, ProCite, Zotero, Mendeley, Papers...

Complementary training courses on computerised bibliography tools are generally proposed by the Doctoral College or your doctoral school. Find further details on the web site of the Doctoral College (<http://collegedoctoral.pres-suddefrance.fr>) or from your ED.

2.4.2 Organising your thesis

After the first year, the aim of PhD students is to successfully complete the project outlined in their thesis proposal and to present their work at conferences. This is the central part of your thesis, the part during which you make progress in your subject. You are now in the full swing of things and are starting to gain in confidence. Throughout this period, you must manage your time in an optimal manner if you want to reach the end of the project defined during your first year. Do not let yourself be taken over by a “slower pace” in your second year after a hyperactive first year!

Be careful, dispersion in your work can come from a variety of sources. The biggest danger is to jump from one question to another, particularly when obstacles come to light. If you get stuck on a manipulation, a programme, a calculation, it is tempting to move on to another question or to review the latest articles published. Remember that your ability to overcome difficulties is an essential parameter in your aptitude for research. Your thesis director is there to help you manage your time, without restricting you to your lab bench or office.

A good thesis director must not push you to focus on a single subject, instead, he should help you to deal with your priorities, which may lead you to abandon certain aspects of your thesis for a time. You must also find the tenacity needed – an essential quality for conducting research.

You must learn to clear your mind in the face of your fear of failure, your stress at running out of ideas or before a blank page, and also before the exhilaration of easy success. You must face your own limitations, complexes and frustrations, as well as learn how to get past the walls that enclose you. If you succeed, then you have the qualities necessary to be a real researcher. Finally, several qualities are needed for the

various professional contexts: tenacity and the ability to go beyond your “creative anxiety”, the human touch, the ability to communicate and work in a team. At this level too, your progress should lead you to specify or reveal who you are.

Learn how to manage your time. There can be many sources of dispersion outside your thesis, though in theory you already know this. You must nevertheless try to be disciplined. To balance things out, you should have activities not related to your thesis. Choose your priorities and complete your projects with success.

The thesis committee

The Thesis Charter in most universities (verify this when reading your copy of the Charter) includes the constitution of a thesis committee that will meet at the end of your first year of thesis to review the progress made in your work.

This committee is composed of the PhD student, his or her thesis director(s) and at least one scientist from outside the team. Its role is to review the direction your research is taking. In many cases, the thesis committee provides precious assistance, particularly if you are feeling a little lost during your first year.

You can also ask the committee to meet at the start of your thesis so that you can present your subject and the way in which you intend to study it. This first outside opinion from the outset can be very useful if the subject is poorly defined, or if certain aspects have been neglected. Subsequently, one annual meeting makes it possible to monitor the progress of the project.

2.4.3 Complementary training courses

a. The requirements of the Doctoral Schools in terms of training

The Doctoral Schools require a minimum number of hours of training, essential for being allowed to defend your thesis.

These complementary training courses are a means for you to acquire additional knowledge and become fully aware of all your potential.

They are thus a crucial element in the elaboration of your post-thesis professional project. Even if you intend to follow an academic career, do not forget that you will not spend your entire career working on the same subject. In addition, you will have a pedagogical mission that requires solid general training, considerable scientific knowledge and openness to horizons other than the university world.

• **There are two types of training course:**

- discipline-based courses: these courses aim to provide, or enhance, knowledge or skills in a given specialisation.
- transversal courses: unlike the previous type, these courses provide skills and knowledge that are either common to most disciplines or completely transversal.

• **Validation of training courses by the ED:**

Validating the complementary training courses comes under the aegis of the Doctoral School to which you are attached. A Doctoral School can validate a course it does not itself propose, such as a summer school, a conference or a course on how to find employment organised by another institution.

Contact your ED to find out the minimum obligatory number of hours, as well as the type of courses it validates.

You must play an active part in putting together your complementary training programme, and you must not hesitate to suggest alternatives to what is proposed by the Doctoral Schools.

b. The training courses proposed by the Doctoral College

In Montpellier, the ED and the Doctoral College work to implement training courses for PhD students. The list of these courses can be found on the web site of the Doctoral College, your doctoral school and also in your ADUM personal space, in the tab "Training courses". Requests for enrolment are made exclusively and directly on line.

These modules are obligatory for defending your thesis. They are free for PhD students but you must obtain prior authorisation from your thesis director in order to participate.

Here are the main categories of training course proposed by the Doctoral College and the doctoral schools:

- *Teaching*
- *Entrepreneurship*
- *Languages*
- *Methodology and tools for a thesis*
- *Tools for a future career*

c. The New Chapter of the Thesis (NCT)

Since 2000, the Doctoral Schools propose a training course on the promotion of skills, entitled the *Valorisation des compétences, un nouveau chapitre de la thèse*, the specifications for which are defined by Intelli'Agence.

This programme allows PhD students in their final year to do a real review of the skills they have acquired during their thesis (financed by Intelli'Agence and the Doctoral Schools).

In 2013, 14 PhD students from Montpellier wrote a "new chapter" of 6 to 8 pages, accompanied by a consultant. The oral presentation of this new chapter was given before the doctoral community.

For the inscription modalities, you will find details on the web site of the Doctoral College: <http://collegedoctoral.pres-suddefrance.fr>.

d. The Doctoriales®

The Doctoriales® in Languedoc-Roussillon are a residential, one-week seminar that aims to bring PhD students into contact with businesses, thus allowing them to reflect on their future career.

By means of a discovery of the world of business, the Doctoriales® provide you with:

- personal enhancement through work with multi-disciplinary teams;
- the discovery of new skills and self-management;
- significant reflection on how to continue your career;
- information and practical work on the different means of promoting research;
- implementation of an innovative project and simulation of a business start-up with a team.

For further information: <http://collegedoctoral.pres-suddefrance.fr>.

Note

You can of course choose complementary training modules that take place in Avignon, Marseille, Toulouse, Grenoble...

In this case, the ED must first of all authorise the training course proposed by the PhD student. To do this, before enrolling, you must send the secretary of your ED a presentation sheet for the training course that you want to take. This fiche must include the name of the person responsible for the course and the associated institution, the duration of the course, its description and the list of speakers. You must then provide a certificate of participation so that the course can be validated by the ED.

2.4.4 Promoting your thesis

It is not enough to do a good thesis to be considered as a good researcher. You also need to publish articles for an international public and present your work at seminars or conferences. You must get your work and yourself known.

Promotion *via* the submission of a patent is also an important form of communication, for both the private and public sectors.

Regardless of the form chosen, communicating your work and results is an essential stage for your future professional insertion as it is the main evaluation criterion used by most recruiters, particularly in the public sector. Do not wait until after your defence to think about this! It is something you must keep in mind from the very start of your thesis.

a. Articles

The most personally enriching publications are those in which the selectivity of the review committee, which decides which articles can be accepted for publication, is the highest. This committee designates several "referees" who will be given the task of evaluating your contribution. If your article is published in a journal with a high "impact factor", this will be a real "plus" on your CV.

Choosing a journal

Themed targeting work is needed. You must also estimate the importance of your contribution to determine which journal is likely to accept it. Finally, there is a difference depending on the format of the articles:

- The letter format, limited to just a few pages. It is destined for the quick publication of new and original results.
- The article format, destined to provide detailed results.
- The "review" format is destined to review a subject. In general, these articles are solicited by the peer review committee from experts in the subject to establish state-of-the-art. It is the thesis directors that will be solicited and who can, in turn, associate you with this type of publication.
- The "protocol" format aims to share a detailed experimental procedure, illustrated with a stage by stage example. Once again, the peer review committee generally requests this type of contribution from an internationally renowned expert.

Writing and submitting

You must first of all know how to respect the specifications of the journal chosen. A good thesis director should teach you how to write an article. He must also

be a critical yet constructive proof-reader. It is also very useful to have your article read by several other people before you submit it. All good articles should include at least the three following elements:

- The context: what is the motivation behind the work carried out? What are the significant works that preceded it? What are your perspectives?
- The added value: in what way will your work be a significant contribution to the subject?
- The precision or the art of finding the right words, describing the essential points and nothing but the essential points with concision and clarity.

Gaining recognition

Once the article has been written, you need to promote it to get your work known. It is common for research units to include a personal space for their members. If this is not the case, you can create a personal site to give access to your publications, respecting the rules imposed by the editor. It is effectively not always possible to make available the final published version, but only a preliminary version written before being sent to the editor. You will find more information on the royalties policies of publishers on the site www.sherpa.ac.uk/romeo.

Also think of sending your articles to open archives such as HAL (<http://hal.archives-ouvertes.fr>) or HAL-SHS (<http://halshs.archives-ouvertes.fr>). These archives are often used when it comes to evaluating research units. In addition, they are used by development structures or innovative businesses that are looking for teams that specialise in a given field or question with a view to collaboration. It is thus important to ensure that your work gains visibility.

Finally, think to print out a few copies of your articles and distribute them to people interested in your work, people you may have met at conferences for example. You can also leave a copy in an appropriate place in your research unit (on a display case designed for this purpose, or on the coffee table for example).

b. Conferences

A well-supervised young researcher should not have to find his or her own conferences. All supervisors effectively know most of the conferences that are worthwhile, and above all considered to be worthwhile. In general, the organisers of conferences or congresses make a call for communications on the theme to be developed in the course of the conference. If your subject seems to you to be in line with the theme, send a summary of the work that you would like to present. You will then have the opportunity to present a poster and/or make an oral presentation.

Expenses associated with conferences (inscription, travel and accommodation):

These expenses should be covered by your research team. If this is not the case, there are several other possibilities for financing your mission. Certain conferences include the reimbursement (sometimes partial) of the expenses of students or young researchers. The doctoral school or university can also satisfy this type of financing request or propose calls for tender for mobility grants. For further information, speak to your thesis director or contact the secretary of the structures concerned directly.

c. Patents

A patent is a legal tool that should find its application in economic and industrial fields. The current interest in increasing the number of patents in universities, as well as the transfer of technology between laboratories and businesses, has resulted in the rise of promotion departments within higher education establishments (see below, "Promotion of research") and promotion services in certain research organisations (particularly the CNRS and INRA) for the Languedoc-Roussillon region.

A patent: a new product, an inventive activity, an industrial application

Antagonism publication/patent?

Researchers often consider that their research can only be promoted through their publications. And it is true that it is on the number of publications/year that research organisations judge the quality of a researcher. However, once published, the researcher's discoveries pass into the public domain and it is then no longer possible to promote them in terms of a patent.

In addition, many sections of the CNU (national universities council) consider patents as publications. See what the situation is for your section of the CNU: www.cpcnu.fr.

Order and timing of publications of research

If you submit a request for a patent, it will only be possible to publish your results in a scientific journal once the patent has been registered. The patent will be the subject of a publication 18 months after submission of the request. It will be issued, or not, once the application has been examined by the patent office in the country or countries concerned.

Why and how to promote your research via a patent

Submitting a request for a patent is decided and carried out at the request of researchers by the organisations to which they are attached (research organisations, universities) *via* their promotion department. Since 2001, 50% of the licence income is paid to the inventors of the patent, after deduction of the property expenses paid by the organisations. The rest is divided equally between the laboratory and the associated organisation. In addition, since 2005, a bonus of €3,000 per patent is granted to inventors (sum to be divided equally if more than one). 20% of patents are granted 1 year after submission of the request, the rest on the signature of the first patent licence.

To apply for a patent

Find out more from the promotion departments of your university or research organisation. They should be able to inform you whether your invention is patentable, help you write the licence contracts with businesses...etc. Remember that submitting a request for a patent and its extensions to defined countries is not free. You must therefore find funding.

Further information: www.inpi.fr

Legal texts: www.legifrance.gouv.fr, search for "Patent of invention".

Alternatives to a patent

The time-line for publishing a patent is long: 18 months. If someone else applies for a patent on the discoveries you have made during this period of time, you will no longer be able to use the results of your work without running the risk of being accused of fraud. The way to prove that you have "a right to prior personal possession" for discoveries is the **ENVELOPPE SOLEAU**, which you must have submitted beforehand to the INPI (national institute for industrial property). The "envelope Soleau" has less administrative, financial and temporal restrictions than a patent. It allows you to use your discoveries and this right will also be accessible for your company. You may not, however, issue licences.

THE "CAHIERS DE LABORATOIRE NATIONAUX" are also a means of anticipating discoveries, in case of litigation between two research laboratories. In Europe, however, the patent belongs to the first person to make the request.

Note!

The legislation and rules of application are modified very often. Keep yourself up to date!

d. Promoting the Research

The fundamental role of the Research promotion departments of higher education establishments is that of an interface between university research and the socio-economic world.

• Promotion of research at UM1

Further information: Direction de la Recherche, des Etudes Doctorales et de la Valorisation (DREDEV) 5 boulevard Henri IV CS 19044 F-34967 Montpellier Cedex 2.

Tel.: 04 34 43 31 66 - E-mail: recherche@univ-montp1.fr

• UM2: the Contracts and Promotion Pole

The Contracts and Promotion Pole (PCV) of the Direction for Partnerships IRIS at UM2 has many missions: upstream, it aims to help create partnerships and negotiate contracts; downstream, it promotes innovations.

Helping to create partnerships: helping to develop the participation of the university in industrial and institutional partnerships, in the creation of networks and competitiveness poles, RTRA/RTRS and integrated projects.

Negotiating contracts: the PCV is responsible for negotiating and writing the contracts that bind the university to their national and international partners, as well as their technical and legal follow-up.

Promoting innovations: ensuring the promotion of the results of the research by:

- maintaining a directory of skills for the laboratories that can be used by all industrialists in search of laboratories capable of providing them with scientific support for their development;
- organising cycles of technical training or refresher courses in the laboratories of the establishment, the doctoral courses and the Masters programmes;
- ensuring the detection of innovations in the laboratories;
- following up the negotiation and writing of licence contracts;
- ensuring the preparation of dossiers within the framework of the law on innovation.

For further information:

www.univ-montp2.fr: Recherche > Partenariats et Valorisation.

Contact: Jean-Michel Portefaix, UM2, cc 07003, Place E. Bataillon, 34095 Montpellier

Tel.: 04 67 14 30 36 E-mail: IRIS-accueil@univ-montp2.fr

• **Promoting research at UM3**

The missions of the Promotion department:

Monitoring of and information on the calls for projects in progress (ANR, MAE, the European Commission, regional, national or international organisations,...), on the possible financial assistance and on the legislation concerning intellectual property, innovation, starting up a business.

Supporting, advising and accompanying researchers in their formalities, from the writing to the negotiation of contracts, in the preparation of dossiers and the search for funding for their various projects.

For further information:

<http://recherche.univ-montp3.fr> > Contacts > Valorisation

Contact: Sabine Cotreaux, Université Paul-Valéry, Site Saint-Charles

Tel.: 04 99 63 69 27 or 04 11 75 70 28

E-mail: valorisation.recherche@univ-montp3.fr

• **Promotion of Research at Montpellier SupAgro**

The **Agro Valo Méditerranée** department is a platform that is common to Montpellier SupAgro, INRA and INRA Transfert, for the preparation and accompaniment of promotion projects.

This department aims to encourage the transfer of innovations from the world of research to the professional sector, by helping researchers and businesses protect their innovations, find results – existing or to be developed – corresponding to their needs and to prepare the transfer project (legal assistance, search for funding).

For further information:

www.supagro.fr/web/: Promotion/Innovation > Agro Valo Méditerranée.

Contact: agrovalo@supagro.inra.fr

• **Promoting research at UPVD: Val'UP**

The missions of Val'UP:

- Interface University/Business
- Accompaniment in the negotiation of contracts
- Raising awareness of the actions of promoting Research
- Intellectual property
- Assistance and advice in the preparation and follow-up of ANR projects

Val'UP can assist you with your approach to collaboration and contractualisation, the search for industrial partners, your cost analysis...

For further information:

www.univ-perp.fr > Research > Promoting research.

Contact: valup@univ-perp.fr

2.5 Writing your thesis

A thesis can be compared to a long distance race: you must be resistant and persistent throughout the race. The last part – actually writing the thesis – can be equated to the final sprint... You want it all to be over, but you have to get to the end and give it all you have got.

There are two types of thesis: those based “on publications” (or “on works”), which include at least one publication (or more, depending on the domain), and those that are “classic”, written in the form of a dissertation.

According to article 11 of the law of 4 August 1994 concerning the use of the French language, the language of teaching, examinations and competitive examinations, as well as that of theses and dissertations from public and private teaching establishments is French, with the exception of cases that can justify the need to teach regional or foreign languages and cultures, or when the teachers are foreign associate teachers or guests. Note that it is up to the various councils of the establishment to decide on the modalities for writing a thesis.

Theses based “on publications” are not possible in all disciplines. At the Université Montpellier 2, it is up to the Doctoral Schools to establish the conditions for approving or not a thesis based “on publications”. To prevent any confusion, speak to your ED director and your thesis director.

When you write your thesis, the final constraints of the dates defined by the administration are fixed, although the length of the writing period may vary. You must therefore anticipate...

2.5.1 A thesis based “on publications”

The writing stage starts with that of the first publication. Certain (lucky) PhD students have material they can use from their Master 2 work and thus prepare their first publication rapidly.

You should count on around 6 months between writing an article and submitting it, and 1 to 2 years before it is published. At the end of the thesis contract, the writing stage can thus be extremely fast: an introductory bibliographic

section, links between the articles (explaining the approach and scientific progress), conclusion and perspectives.

Another advantage of this type of thesis: it is immediately promotable (for applications for the title of lecturer for example, the dossiers for which must be put together before the end of December). You should thus plan for 2 to 3 months for the writing stage... bearing in mind that this stage may last up to 6 months.

2.5.2 A “dissertation based” thesis

Writing a “dissertation based” thesis takes more time because you need to write everything, put together all the figures, submit everything to the thesis director (whereas in a publication based thesis, this stage is already done in part). However, the advantage of having to write everything is that you can develop your thesis in depth, exploit all the hypotheses, add a more personal touch. On the other hand, with publications you must synthesise and the final document has less overall cohesion.

In addition, not all subjects make it possible to write several publications within the time limit set. When there are a lot of analytic data to acquire, a lot of laboratory work to do, you barely have time to write a publication. And when the thesis requires the use of a wide range of complementary analytic methods, it is difficult to interpret anything until all the results have been acquired.

As writing this type of “dissertation based” thesis can take a lot of time, you should start early (before the end of the third year) and set a firm date for the end of the “manipulations” (it is very easy to fall prey to the desire to do just a little bit more in order to have a better thesis...). The interests of the director and the PhD student do not necessarily agree on this period. Remember that if your writing stage goes beyond the date of the end of your contract, you will be officially unemployed. That is fine, you will be told by the “old hands” who did not get unemployment benefits... That may be true, but an ARE (back-to-work allowance) serves to help you find a job by avoiding a financial situation that is too unstable. And remind yourself that you cannot always find employment immediately after finishing your thesis....

2.6 Defence and on line thesis

Excerpts from the Ministerial Order of 7 August 2006 concerning doctoral training:

Art. 20: The defence is public, unless there is an exceptional derogation granted by the head of the establishment if the subject of the thesis has a proven confidential nature.

Before the defence, the summary of the thesis is diffused within the establishment or establishments benefiting from joint accreditation. After the defence, diffusion of the thesis is guaranteed within the whole university community.

Article 18: The authorisation to present a thesis at a defence is granted by the head of the establishment, after the opinion given by the director of the doctoral school following a proposition made by the thesis director.

The works of the candidate must be examined beforehand by at least two reviewers designated by the head of the establishment, authorised to direct research or belonging to one of the categories identified in article 17 above, following a proposition made by the director of the doctoral school after an opinion given by the thesis director.

The reviewers must come from outside both the doctoral school and the candidate's establishment.

Reviewers from foreign higher education or research establishments can be called on.

The reviewers make their opinions known in written reports on the basis of which the head of the establishment authorises the defence, following the opinion of the director of the doctoral school. These reports are communicated to the jury and the candidate prior to the defence.

2.6.1 Thesis on line – Instructions

Since 1st January 2010, the higher education establishments from the Académie of Montpellier have adopted the electronic submission of theses.

• **What are the advantages of electronic submission?**

- better visibility for scientific production that is rich but has been difficult to access until now as the paper version, which is conserved only in the library of the defence university, can only be consulted elsewhere in the form of microfiches or an inter-university loan;
- better protection for the authors against plagiarism, thanks to this better visibility. As the source document is widely accessible, its anteriority is well-defined and any plagiarism can be identified more easily;
 - the guarantee of the durability of the data;
 - harmonisation of practices that already exist.

• **Where can you find electronic theses from Montpellier?**

On the documentary information system common to the three universities. Theses are also available on the web site of the ABES, which inventories all electronic theses: www.theses.fr, and on the national platform TEL, the open archive for French theses: <http://tel.archives-ouvertes.fr/>. Theses will continue to be listed

in the collective catalogue of French university libraries (SUDOC) and of course in the catalogue of the BIU.

• ***What other forms of publication for your works?***

The results of your research work will be published wholly or in part and diffused in other circuits: articles published in journals, participations in conferences giving rise to conference proceedings or, after rewriting, works published by a publishing house.

• ***What changes does this imply?***

This choice implies several significant changes in the formalities for submitting theses and concerns all the key players in the circuit: PhD students, thesis directors, doctoral schools, the research administration and university libraries.

On the web site <http://theses-en-ligne.fr/montpellier> you will find all the information you need for:

- **writing** the thesis document,
- **submitting** theses,
- questions of **intellectual property** raised by the diffusion of scientific and technical information (the **IST**) on the Internet.

You may be obliged to create two versions of your thesis:

- the **archive version** is necessary: it is complete and in conformity with the paper version that will be evaluated by the jury before and during the defence. If you have publishing rights for all the works used (see "Legal aspects" on the web site Theses-en-ligne), this version can be diffused.
- if, however, you are obliged to not diffuse certain parts that are confidential or subject to royalties, you must also submit a partial or modified version: the **diffusion version**. The missing or modified parts will nevertheless be indicated, for example with the legend "work not reproduced for copyright reasons". In this case, the archive version will be conserved as a safeguard and for conservation purposes.

Each version must be in a single file.

All the documents that you submit must be in PDF format.

2.6.2 Administrative formalities for the defence

a. Specificities of the electronic submission of theses

The copies destined for the members of the jury remain paper copies. They also remain the support for validating your diploma. They are the scientific reference for your work, and the electronic versions must be in conformity with them.

At the latest 4 weeks before the defence, you must submit the PDF files of the archive and diffusion versions of your thesis, respecting the single model cover page common to higher education establishments in Languedoc Roussillon.

The submission takes place on line by uploading your PDF to your private space for students of UM1, UM2, Montpellier SupAgro and the ENSCM.

It takes place by submitting a CR-Rom to the defences office of the SEED for UM3 and the DRV for UPVD.

It must obligatorily be accompanied by the signature of a **certificate of conformity** which attests that the archive version is identical to the version transmitted to the jury, and a diffusion contract.

The **diffusion contract** defines the perimeter and modalities for diffusing the thesis on the Internet and within the establishment (on the intranet). Diffusion on the intranet is obligatory, except in cases of a confidentiality clause.

Your Doctoral School, or the education department of your establishment, will reception all these documents, whilst the university library will control the technical validity of your files and will complete the standardised description.

After the defence, the jury may recommend or demand that corrections be made and, if applicable, that they be validated within a time line of 3 months by dint of a new submission of your files and a new certificate of conformity obtained in the same way as above.

Once the text has been considered to have been produced in its definitive version, the head of the establishment makes a decision regarding the modalities for its diffusion, in conformity with the rights that you have transferred. This opens up the path to the definitive validation of your thesis, its reporting (SUDOC, TEL, documentary information system), its archiving (CINES: national system) and its diffusion (documentary information system, TEL, ADUM). The reporting of the thesis in the catalogues, as well as the archiving of the complete version are obligatory, including in the case of confidentiality or partial diffusion.

b. Formalities for UM1, UM2, Montpellier SupAgro and ENSCM

• At the latest 8 weeks before the defence:

1. Electronic procedure in the ADUM application

Follow the registration procedure for your defence in your ADUM private space and carefully update all the forms: marital status, contact details, date of the defence and details of the defence, indicating clearly the names of the referees as well as their full contact details, your professional project and the date on which you are available, if applicable your future professional situation if you know it.

You must download the following administrative documents:

- “Appendix A – Proposed referees” to be printed out a signed by the thesis director and the director of the ED.

The referees must be HDR (authorised to direct research) and must not be from your university. Once designated, *you undertake to send them the thesis as soon as you receive the approval from the director of the Doctoral School*. Note: if you have a foreign referee, make contact with the DRED at your university.

- “Appendix B – “Provisional” list of proposed members of the jury”, to be printed out and transmitted to the Doctoral School. The definitive proposal must be transmitted 4 weeks before the defence.

- ADUM attestation of registration to be printed and signed.

2. Submission to the administrative departments

You must submit these documents, completed and signed, first to your Doctoral School and then to the post-graduate education department of your establishment.

NB

You undertake to send your manuscript to the referees as soon as you receive the go-ahead from the director of the doctoral school regarding your proposed referees.

• At the latest 3 weeks before the defence:

Electronic procedure in the ADUM application

When registering the members of the jury in your ADUM private space, you must register the PDF file of your thesis (or the 2 files if you have an archive version

and a diffusion version) in the form "Dépôt STAR" and fill in the elements demanded necessary for the submission of your thesis and the authorisation to defend it.

You must download the following administrative documents:

- "Appendix B – Proposed members of the jury", to be printed and signed by the thesis director and by the director of the Doctoral School
- Certificate attesting that the file submitted conforms to the defence version, two copies to be printed, signed and validated by your ED
- Contract authorising the establishment to diffuse the electronic version of your thesis, two copies to be printed and signed.
- ADUM attestation of registration, to be printed and signed

Submission to the administrative services

These documents must be transmitted to the secretary of the Doctoral School for validation. You must then submit them to the post-graduate education department of the establishment in order to obtain the final authorisation to defend your thesis.

NB

Appendix B cannot be submitted without having received the reports from the referees. These reports provide an opinion on the thesis (content and form) and on the defence.

• After the defence:

At the latest 3 months after your defence, you must submit, in PDF format, the definitive versions (archive, diffusion) of your thesis. They must be in conformity with any corrections requested by the jury. This submission takes place directly in your ADUM private space.

You must then download the attestation of a submission in conformity with the defence version and the corrections requested by the jury.

Important

For further information concerning the legislation and modalities for submitting an electronic thesis, consult the web site:

<http://theses-en-ligne.fr/montpellier>.

This document, 2 copies of which must be printed, must be signed and transmitted to the post-graduate education department of your establishment, which can then edit your diploma attestation whilst waiting for the definitive paper version of the diploma, signed by the education authority and the head of the establishment.

For further information per establishment:

UM1: find out more from your UFR and your Doctoral Schools.

UM2: www.univ-montp2.fr > Research > Training and Doctoral Schools > Procedures concerning the Thesis > Defences.

Montpellier SupAgro: www.supagro.fr: Research > Doctoral studies > Defences.

ENSCM: www.enscm.fr/recherche/doctorat.html

c. Formalities for UM3

The authorisation to defend depends on the validation of the hours of training to be carried out over the 3 years.

• At the latest 2 months before the defence:

The thesis director submits to the thesis defence office (n° 021, Saint-Charles campus) the following forms: "Designation of the pre-referees" and "Designation of the members of the jury".

• At the latest 3 weeks before the defence:

From the page "Thesis defence" on the web site of UM3 (<http://recherche.univ-montp3.fr> > Doctoral schools > Thesis defence), download the following documents:

- the certificate of conformity (2 copies) which attests that the electronic document submitted is identical to the version transmitted to the jury
- the diffusion contract (2 copies).

Once completed and signed, you must submit these documents to the thesis defence office, accompanied by a CD-Rom containing:

- the PDF files of the archive and diffusion versions of your thesis, respecting the presentation models that you will find on the ABES web site (www.abes.fr).
- a file, in PDF or RTF format, containing the French and English summaries, titles and key words of your thesis.

The defences office of the SEED will reception all these documents, whilst the university library will control the technical validity of your files and will fill in the standardised description.

• After the defence

At the latest 3 months after the defence, you must obligatorily resubmit, to the same departments as before, the definitive versions (archive and diffusion) of your thesis, in the form of a CD-ROM containing the PDF files. They must be in conformity with any corrections demanded by the jury.

You must also submit the certificate of conformity with the defence version and the corrections demanded by the jury – you can download this certificate from the web site <http://recherche.univ-montp3.fr> > Doctoral schools > Thesis defence – carefully completed and signed (2 copies).

Note!

To defend a joint supervision thesis, discover the specific formalities from the thesis defence office and from the web site:

http://recherche.univ-montp3.fr/hdr_theses/soutenance-de-these.

d. Formalities for UPVD

The copies destined for the members of the jury remain copies in paper format. They remain the support for validating your diploma. They are the scientific reference for your work, and the electronic versions must be in conformity with them.

At the latest 4 weeks before the defence, you must submit the PDF files of the archive and diffusion versions of your thesis, respecting the single model cover page common to the higher education establishments in Languedoc Roussillon

A CD-ROM must be submitted to the DRV for UPVD, once the thesis has been defended. It must obligatorily be accompanied by the signature of a thesis registration form.

• At the latest 2 months before the defence:

Download the defence dossier for the Doctoral school that concerns you from the UPVD intranet intranet.univ-perp.fr in the section "Research, doctoral schools" > "Promotion".

Complete, get signed and take to the DRV the following documents:

- Appendix A: "Designation of the referees"
- Appendix B: "Designation of the jury"
- Appendix C: "Validation of the modules"
- The joint supervision convention for joint supervised theses
- A copy of the manuscript of the thesis, only for ED305.

Send a 10-15 line maximum summary of your thesis to your doctoral school by e-mail.

• At the latest 3 weeks before the defence:

Registration procedure for theses at the library:

On <http://www.sup.adc.education.fr/bib/Acti/These/formulairetheses.rtf> fill in the form, print out 2 copies, sign them, date them and save this same form on a CD-ROM with your thesis in PDF format.

Submit this CD-ROM + the 2 paper copies of the form to the DRV.

• After the defence

If, during the defence, the jury requests that corrections or modifications be made to your thesis, the PhD student has a delay of 3 months to make them. No diploma can be issued until these corrections have been made.

2.6.3 Preparing the oral

The presentation time for a thesis varies from one university to another (at UM2, for example, it is 45 minutes).

The type of presentation also varies, depending on the discipline. For a presentation with slides, you should count roughly one slide per minute of presentation. Find out more from your university or former PhD students in your discipline.

Remember that the presentation requires a lot of time... It is easy to leave it to the last minute, but be warned, you need to be well prepared because perfect mastery of the oral presentation guarantees less tension and stress on the big day.

Do not hesitate to do several rehearsals in public before the members of your laboratory and people from outside (friends, relations, etc).

2.7 Stress management

2.7.1 During your thesis

The start of a thesis is often a success in its own right: the culmination of a long period of study, success in obtaining the perfect funding for an ideal subject. Idealising research and the thesis can be a reason why a PhD student starts to feel ill at ease when things do not work out as planned.

The parameters inherent to research work are clearly stress factors for a PhD student. Research work requires that the student takes stock of himself permanently, which can be difficult to deal with and can lead to a lack of confidence and a certain instability. The time factor is also difficult to manage in research work. You need to successfully complete a project within a pre-defined time period, but that period is so long that it seems extendible.

The lack of a clearly-defined role can also induce stress. PhD students are still students, but also researchers and, as such, they must take initiatives, invest themselves fully in their work, face the team, all of which can be hard to deal with. The thesis director can be perfect (it happens) but also absent, authoritarian, despotic...

In the face of stressful situations, everyone develops their own management techniques. When the stress is managed correctly it can also be a positive, motivational force, helping you to do better.

The techniques for dealing with stress are:

- Management of the situation, which includes several stages: targeting objectives, searching for information, putting together a plan of action, soliciting support and advice
- Practice in the situation: this is a fundamental activity that you will practise without realising it. It is also a real apprenticeship for stressful situations.

Despite everything, there will still be times when you feel overwhelmed, times when you feel like you will never finish. In short, you will feel as though you are cracking.

Before you reach this phase, precursor signs appear that are alarm signals that you should be able to identify: problems sleeping, irritability, a feeling of inner tension.

Do not overlook these symptoms, and do not feel guilty. Talk openly about your feelings with your thesis director and your colleagues because you must

organise rest time for yourself: a “time-out” for a few days. The onset of the acute symptoms of stress means that it is high time you took a break. If you ignore these signs things will soon get worse and become rather disagreeable...

It is better to step back for a few days, without your books, documents and computer, change the scene and “recharge your batteries”: eat, sleep, see your friends and take a deep breath.

What if the difficulties persist? You feel overwhelmed, you take a week off to “laze around” in relaxing country surroundings where you can watch the cows graze, but you return and nothing has changed. In this case, you need outside help in managing your stress.

By taking a step back and getting outside help, you will perhaps understand that it is time for you to change your professional position. This can range from a simple clarification with your colleagues to a more global change.

2.7.2 Stress and the end of your thesis

• Limiting the end-of-thesis stress

The best way to limit stress is to eliminate its most obvious sources, right from the first year:

- **OR-GA-NISE YOURSELF.** From the outset, note down all your references and give your work structure. In this way, you will limit the risk of being “pushed for time” in your last year.

- **SET A TIMETABLE** and stick to it (“at such-and-such a date, I must have finished X”, etc.). Even though it is obvious that you will not be able to stick to this 100%, you will make progress in your work with a certain regularity and you will have a concrete view of the progress you have made in your research.

- **MAKE REGULAR BACK-UPS** of your work, thus eliminating the stress of “what would happen if I lost all my data?”

- **COMPOSE YOUR JURY** as early as possible: take advantage of conferences and your reading to select the specialists that interest you and speak to them before your last year. That will be one thing to tick off your list at least.

- Towards the end of your thesis, **WARN** your family, friends and significant other that you are going to be very busy and probably not very available. This will not make the situation any easier to bear, but at least you will have the support and understanding of those around you. In turn, they will know that it is only a stage and that things will be easier to deal with afterwards.

- **GO OUT** and **HAVE OTHER ACTIVITIES.** You do not necessarily need a lot of time for this: just one night out here and there with friends or family. Keep up with a

sporting activity, even reduced, but do not stop it altogether! There is no point working yourself to the bone, and if you do not take breaks during your thesis, you will keep become blinkered, running the risk of not writing well or missing the essential points.

- TALK about any difficulties you have and your state of mind with those around you and, in particular, your research director, that is also part of his or her job. Your contacts may not have a solution, but putting your feelings into words may help you find a solution by yourself.

- KNOW WHEN TO STOP. By definition, research has no limits and the more you explore one direction, the more you will find links to other themes, which you will also want to explore. In other words, it is up to you to set the limits of your own research, even if it means leaving the exploration of other aspects for a later date.

- Finally, remember one very important thing: NO ONE CAN SPEAK ABOUT YOUR WORK BETTER THAN YOU! Yes, that may seem obvious, but it is easy to forget: these are *your* tests and *your* results. It will always be possible to criticise them and perhaps identify errors in the methodology or interpretation, but in principle you are in the best position to speak about them and present them, so do not be shy, give it all you have got. This is also the best way of facing up to the reality of the facts.

From these very simple points, you can significantly decrease your sources of stress at the end of your thesis. Obviously, in an ideal world, your thesis will go exactly according to plan, your results will be perfect, your jury will correspond with you and your thesis director will have supervised you with brio and in a healthy atmosphere. In such conditions, the stress is minimal and the end of the thesis is exactly what it is supposed to be: a formality. And do not worry: such things exist!

• After your thesis...

Once you have defended your thesis, a relatively common phenomenon is the after-thesis "blues". These "thesis blues" are a form of depression that often appear a few weeks, or even months, after the defence.

This is perfectly normal: you have just spent several years on a project that has monopolised your life. In addition, in the last few months, you may have given yourself body and soul to it, devoting all your energy and working under extraordinary nervous tension and then, suddenly, there is nothing!

You now need new reference points and you have to reorganise your life and your energy. Everyone finds the balance that suits them: some throw themselves immediately into new projects (writing articles, for example), others prefer to take a holiday. There is no miracle solution.

On the other hand, one thing is sure: you must not remain inactive, even on the pretext that you need a break. You are better to force yourself a little and take back the control of your life, particularly through your friends and family.

In all cases, also remember one last thing: countless others have been through this and survived...

...and do not forget to do some SPORT!!!

University department for physical and sporting activities (SUAPS)

Registration:

- Sport for leisure: 1 medical certificate less than 3 months old showing aptitude to practice sport; student card or education certificate; € 20-40 (roughly) by cheque, payable to the "Agent comptable" of your university (unless this sum has been paid when you enrolled at the university); 1 photo.

- FFSU competitive sports licence: 1 medical certificate less than 3 months old showing aptitude to practice *competitive* sports; student card with the sports stamp; photos; a cheque for € 25 (roughly) payable to the AS of your university.

The modalities vary slightly from one university to another. Find out the details on the web sites of the different establishments:

SUAPS UM1

Address:

UFR Pharmacie
15 av. Charles Flahault

Tel.: 04 67 54 45 29

suaps@univ-montp1.fr

www.univ-montp1.fr > Student life >
Student services > Suaps

SUAPS UM2

Address:

UM2, Bât 7 (bât administratif)
Place Eugène Bataillon

Tel.: 04 67 14 30 64

suaps@univ-montp2.fr

www.univ-montp2.fr > Campus life >
Sport

SUAPS UM3

Address:

UM3, MDE Charles Camproux
Route de Mende

Tel.: 04 67 14 22 60

suaps@univ-montp3.fr

www.univ-montp3.fr Section "Sport
and physical activities"

SUAPS UPVD

Address:

UPVD, Maison des sports Bureau B.01
52 av Paul Alduy

Tel.: 04 68 66 20 14

sec-suaps@univ-perp.fr

www.univ-perp.fr > Student life >
Sports (SUAPS)

For further information about SUAPS go to www.sport-u-montpellier.com.

GLOSSARY

The main acronyms and abbreviations used in this guide:

ABES	Bibliographic agency for higher education
ADDOC	Distant access to documentation
ADUM	Single mutualised doctorate access
ANTARES	Application of new technology in the recruitment of teachers in higher education
APEC	Employment agency for executives
ARE	Back-to-work allowances
ASSEDIC	Association for employment in industry and commerce
ATER	Temporary teaching and research assistant
BIU	Inter-university library
BU	University library
CA	Administration council
CAc	Academic council
CDD	Limited term contract
CDI	Unlimited term contract
CEVU	Council for studies and university life
CFVU	Commission for training and university life
CIFRE	Industrial agreement for training through research
CNOUS	National centre for university works
CNU	National universities council
CROUS	Regional centre for university works
DGA	Directorate general of armaments
DRED	Division/Direction for research and doctoral studies
DRH	Direction for human resources
ED	Doctoral school
EPA	Public administrative establishment
EPCSCP	Public establishment of a scientific, cultural and professional nature
EPIC	Public establishment of an industrial and commercial nature
EPST	Public establishment of a scientific and technological nature

GIP	Public interest group
HDR	Authorisation to direct research
MAE	State department for foreign affairs
MCU	University lecturer
MESR	State department for higher education and research
Post-doc	Post-doctorate
RTRA	Themed network for advanced research
SHS	Human and social sciences
SUDOC	University documentation system

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