

PROCEDURE APPLICABLE TO CAESURA REQUESTS WITHIN THE FRAMEWORK OF A DOCTORAL DEGREE PREPARATION

Duration and organization of the caesura period

The break duration is **at least one semester** and is limited to **two consecutive semesters**.

The **beginning of the break term** should necessarily coincide with the university semester.

During the break period, the doctoral student **suspends his/her doctoral training and research projects** and **is no longer integrated in the research unit**. This specified period is not counted in the thesis duration.

Instructions of requests for caesura

APPLICATION FILE

The doctoral student wishing to ask the Director of the doctoral school of Institut Polytechnique de Paris a break period must defend the request with a complete file. The file includes the following documents:

- The completed caesura request (cf. Annex) with the opinions of the Research unit supervisor and the Thesis supervisor.
- If appropriate, the report of the last individual monitoring committee of the doctoral student.
- When the doctoral student benefits from a funding dedicated to the thesis preparation, the opinion of the representative of the funding organization.
- A motivation letter of the doctoral student specifying the nature and objectives of the break project.
- Any useful document or supporting justification contributing insights on the project, for instance:
 - If the reason for the break is the registration in a different training: Certificate of admission to this training.
 - If the reason for the break is an experience in a professional environment: Copy of the working contract or an explicit recruitment commitment of the host organization.

CAESURA AUTHORIZATION

The authorization is delivered by the Director of the doctoral school regarding the quality and the consistency of the project presented by the doctoral student after securing the opinion of the file review committee.

The doctoral student receiving the break authorization is informed, at the notification of the break term acceptance, of the obligation to sign an agreement with Institut Polytechnique de Paris (IP Paris).

COMMITTEE OF INSTRUCTION

The Committee of instruction consists of:

- The Director of the doctoral school
- Field supervisors of the doctoral school

The application files must be submitted at least 20 days before the date of the commission.

APPEAL AGAINST THE DECISION FOR CAESURA REFUSAL

The doctoral student can submit an appeal against the refusal decision within two months after notification:

- An informal appeal to the Director of the doctoral school
- A contentious appeal before the administrative court

Implementation

ADMINISTRATIVE REGISTRATION

The administrative registration of a doctoral student is mandatory during the caesura period. During the break cycle, a student card is issued, and a student status granted. The doctoral student benefits from all services associated to this status: digital services access, library, etc.

Prior to the administrative registration, the doctoral student should have already paid the CVEC (Student life and campus contribution) and have already signed the caesura agreement.

The university rights applicable are those intended for the doctoral students at a scaled-down rate provided in the appendix to the decree fixing the schooling rights of public institutions of higher education covered by the Minister of Higher Education.

A doctoral student having not achieved his/her administrative registration depending on the statutory calendar will not be eligible to sign the caesura agreement of Institut Polytechnique de Paris (IP Paris), thus won't be able to claim for a doctoral re-registration at the end of the break period.

THE CAESURA CONVENTION

The document is signed by the President of Institut Polytechnique de Paris (IP Paris). It mentions :

- The object of the caesura.
- The caesura duration, start and end dates.
- The doctoral school, the host laboratory, the thesis supervisor, and the thesis subject.
- The date of the 1st doctoral registration and the period initially scheduled for the thesis defense.
- The terms of the doctoral student's reinstatement into the doctoral training, particularly the non-recognition of the caesura period throughout the thesis duration and the new timeline scheduled for the defense. If the doctoral student wishes to be reintegrated to the doctoral training before the term expected in the caesura agreement, the said reintegration can only take place with the approval of the Director of the doctoral school.
- The educational support device during the break period. Based on the type of project, the support may relate to:
 - the caesura preparation
 - the support during the break period
 - the assessment notably for the evaluation of the acquired skills to deliver the credits of the European system of teaching unit. On gap year, the doctoral student can renounce all sorts of support, this choice is formalized in the agreement.
- The terms of the validation of the caesura period. The recognition of the experience acquired as part of the caesura is not systematic.

THE VALIDATION OF THE CAESURA PERIOD

The validation of the caesura experience should permit to evaluate the acquired skills during the training suspension and when necessary, to deliver the ECTS (European Credit Transfer System for higher education) which can be accumulated and are transferable.

When the caesura may result in the attribution of ECTS which can be accumulated and are transferable, these may be added to the total number of European credits delivered at the end of the training. These credits can facilitate, if necessary, the student reorientation to another training curriculum different from the one undergone before the break.

For the case of the doctoral students in civic service, the first paragraph of III of article L-120-1 of the national service code specifically states that the civic service agency issues to the volunteer at the end of the mission, a civic service certificate and evaluation describing the activities and evaluate the abilities, knowledge and skills acquired during the mission.

EVALUATION OF THE CAESURA SCHEME

A qualitative and quantitative assessment of the caesura scheme will be presented once a year before the Doctoral School Council.

CAESURA REQUEST FORM

Doctoral student applicant

Civility: Last Name: Customary Name: First Name:

Date of birth: .../.../..... In: Country:

For suspending the preparation of the following thesis

Thesis title:

Thesis Supervisor: Civility: Last Name: First Name:

Research Unit:

Doctoral School:

Enrollment operator institution:

If applicable, employer or funding organization:

Date of 1st PhD enrollment:

Initially scheduled month of thesis defense:

The caesura project

CALENDAR

Duration of the requested caesura period: months (*indivisible period of minimum 6 months and maximum 12 months starting at the university semester beginning, September or March*)

Date of scheduled reintegration into the doctoral training:

New expected date (month/year) of the thesis defense:

CATEGORY OF THE CAESURA REASONS

Registration in a different training

- Experience in a professional environment in France or abroad
- Civic service engagement in France or abroad
- A project of business creation as a student-entrepreneur
- Another situation

Opinions and Approvals

THE DOCTORAL STUDENT

I hereby certify to be the initiator of this caesura request and wish to suspend my thesis preparation. You'll find enclosed to this declaration the supporting documents and a letter justifying my request.

Place:

Date:

Last name, first name and signature

THE THESIS DIRECTOR

Observations and opinions on the caesura project

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Conclusions:

favorable opinion

unfavorable opinion

Place:

Date:

Last name, first name and signature

THE HOST RESEARCH UNIT DIRECTOR

Observations and opinions on the caesura project

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Conclusions:

favorable opinion

unfavorable opinion

Place in:

Date:

Last name, first name and signature

Documents to be submitted with this request

- The application form of the complete caesura, the opinions of the research unit director and the thesis director.
- The latest report of the doctoral student's individual monitoring committee.
- When the doctoral student benefits from funding dedicated to the thesis preparation, the opinion of the funding institution representative.
- The cover letter of the doctoral student describing the nature and objectives of the caesura project.
- Any document or proof providing insight on the project.
- The model of the pre-filled caesura convention (Word format)

THE CAESURA CONVENTION

[Civility, first name, last name], born on [date of birth: day/month/year], in [place of birth and country], benefits from an indivisible caesura period of [number of months] from [start date: day/month/year] to conduct the following caesura project [the purpose].

During this caesura period, [Civility, first name, last name] is enrolled as a PhD student at the Doctoral School of Institut Polytechnique de Paris (ED IP Paris) at a scaled-down rate. He/she suspends his/her doctoral training and research works and is no longer integrated in the research unit. The break period is not counted in the thesis duration.

The doctoral student renounces all forms of support (otherwise, adapt).

The doctoral student renounces all forms of validation of the caesura period (otherwise, adapt).

At the end of this caesura period, [Civility, first name, last name] will be reintegrated in the Doctoral School of Institut Polytechnique de Paris (ED IP Paris), in the research unit [name of the Unit], to pursue his/her research work, under the supervision of [Last name, First name of the Thesis Supervisor], on the [thesis title], towards the doctoral student's thesis defense expected in [month and year of the scheduled defense].

If the doctoral student wishes to be reintegrated in the doctoral training before the specified period in the caesura convention, the training reintegration request must be submitted to the Head of school at least 1 month before the desired date of reintegration.

The President of Institut Polytechnique de Paris

The doctoral student

Place:

Place:

Date:

Date:

Last name, First name and Signature

Last name, First name and Signature