



# Doctoral Charter of the Institut Polytechnique de Paris

## 1. THE DOCTORAL CHARTER, DEFINITION AND AIMS

The Charter defines a certain number of values and principles which form the basis of the relationship between the doctoral student and the thesis supervisor and, more generally, all the stakeholders involved in a doctoral training project.

It emphasizes the need for partners to keep each other clearly and explicitly informed of their respective aims at each stage in the doctoral training program.

It highlights the active role of each individual and their shared responsibilities throughout the course of the doctoral program.

This Charter is intended to be informative, providing clear indications and establishing a **reference framework** for the Institut Polytechnique de Paris and HEC Paris, which must be adopted by the involved stakeholders. It is not intended to recall, supplement or replace the **regulations in force** relevant to the doctorate. The Charter assumes that the stakeholders in doctoral training at the Institut Polytechnique de Paris and HEC Paris are aware of, and have undertaken to comply with, all the requirements of national legislation, in addition to the rules of procedure concerning them.

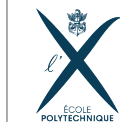
In particular, each individual, whether acting as themselves, as the leader of an entity (research team or unit, doctoral school, service entities, etc.), or as a member of a commission, committee, or jury, is responsible for preventing conflicts, discrimination, and harassment. This involves relying on established measures and procedures, informing all relevant participants about their existence and how to access them, and contributing within their capacity to address challenges and resolve conflicts.

Pursuant to this Charter, an **individual training agreement**, signed upon enrollment to the doctorate program and renewable annually, describes the specific engagements and terms for each individual doctoral training project. It indicates the establishment, the doctoral school, and the host research unit where the doctoral student is registered; it also mentions the name(s) of the thesis director(s), of the director of the host unit, and of the doctoral student as well as the rights and duties of the parties involved.

It is signed by the stakeholders of the doctorate: doctoral student, thesis directors, heads of research units, heads of public establishments, and establishments as mentioned in article 12 of the decree of May 25, 2016 (modified by the decree of August 26, 2022).

## 2. SCIENTIFIC INTEGRITY

The Institut Polytechnique de Paris promotes the research work of doctoral students in compliance with the requirements of scientific integrity and research ethics. Doctoral students have access to



training on scientific research ethics and they undertake to respect those requirements throughout the duration of their doctorate.

The Institut Polytechnique de Paris, thesis directors, laboratory directors, and all persons supervising or participating in the work of a doctoral student accept to promote and support this commitment.

The thesis director and the doctoral student have at their disposal an anti-plagiarism software/detector to guarantee the research project integrity. The presentation of an anti-plagiarism report is a mandatory requirement during the thesis defense, thus ensuring the research process transparency and in compliance with the ethics of the Research professions, such as described in the French Charter of Ethics for Research Professions published in January (with ratifications on June 13, 2019).

At the end of the defense and after delivery of the title, the doctor takes an oath, committing to respect the principles and requirements of scientific integrity during the rest of his professional career, regardless the sector of activity. The oath can be found in the doctoral student's duties and responsibilities section of this charter in its French and English version.

### 3. SCOPE OF APPLICATION

The Doctoral Charter of the Institut Polytechnique de Paris applies to all doctorate stakeholders at the Institut Polytechnique de Paris and HEC Paris.

It is applied by each research unit director and by each doctoral school director. They will sign the Charter upon its entry into effect.

It is applied by each **doctoral student** and their **thesis supervisor**. They will jointly sign the Doctoral Charter upon the doctoral student's **first enrollment** in the doctorate at the Institut Polytechnique de Paris or, upon entry into effect of the Charter, at the time of re-enrollment in the doctorate.

The provisions of the Doctoral Charter are not applicable retroactively. The provisions of any doctoral charters which are no longer in effect are no longer applicable.

### 4. COMMISSIONS, COMMITTEES AND JURIES

The commissions and admissions juries, the thesis defense juries, and the doctoral students' individual monitoring committees, play an essential role in quality assurance for the doctoral training process. They contribute to ensuring that the student's doctoral degree brings optimal **benefit** to the doctors and enjoys a high level of **recognition** among those who call on their skills and expertise.

The Charter specifies the roles and responsibilities of these commissions, committees and juries involved in the main steps of the preparation of a doctorate, and what is expected of them.

The rules and arrangements governing the composition and appointment of these commissions, committees and juries fall under the national framework for doctoral training and the procedures and internal rules of procedure of the two Doctoral Schools. They encourage the fostering of



gender equality.

#### 4.1 LA COMMISSION THE DOCTORAL ADMISSION COMMISSION OR JURY

Doctoral admission is based on explicit and public criteria, is conducted according to transparent, open and fair procedures, as defined by each Doctoral School of the Institut Polytechnique de Paris, and applies internationally recognized principles, particularly those set out in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

Doctoral schools appoint doctoral admission commissions or juries to implement this common admission policy, with the terms specified in their rules of procedure. They may also delegate this implementation in their rules of procedure to admission commissions or juries designated by other entities, if they fulfill all the required provisions.

The doctoral admission commission or jury evaluates the **research aptitudes of each candidate**, their **understanding of the innovative nature of their research topic**, their ability to place it in the international scientific context and the quality of their presentation. The doctoral admission commission or jury deliberates on the candidate's ability to successfully complete their doctoral project within the terms of its execution, in particular the host research unit or team and the management of the doctoral project.

The doctoral admission commission or jury also ascertains whether the candidate's linguistic skills and abilities are sufficient to enable their integration into a research unit and the proper execution of their work. When the candidate does not have a diploma conferring a master's degree, the commission or jury indicates whether the skills and diplomas acquired by the candidate justify an exemption to the requisite diploma provision for enrollment in the doctorate.

#### 4.2 LE COMITE THE INDIVIDUAL MONITORING COMMITTEE

The individual monitoring committee is an advisory body which oversees, via an interview with the doctoral student, the proper execution of the latter's doctoral training, in accordance with the Doctoral Charter and the individual training agreement.

The rules governing the composition and organization of the monitoring committees are set out in the rules of procedure of the two Doctoral Schools, in close collaboration with the research teams and units making up each doctoral school. These rules ensure that the individual monitoring committee does not replace the thesis supervisor, but acts a complement, providing a neutral and external point of view on the execution of the doctoral project for the constructive use of each party.

The individual monitoring committee:

- Follows the progress of the doctoral student in their ability to present their research, demonstrate the quality and innovative nature of their work and place said work in its international scientific context.
- Particularly guides the doctoral student in clearly presenting and defending the scientific approach and directions which are being taken.
- Also endeavors to ensure the timeliness of the doctoral student's project and its completion within the given deadline.

- Steers the doctoral student in their reporting on the progress of their doctoral training, on the development of their scientific culture and international perspective, in addition to the preparation of their professional career and the development of their expertise and skills.
- Is notified about acts of violence, discrimination, moral, or sexual harassment or sexist behavior reported by the doctoral student and proceeds to inform the doctoral school and the establishment's point of contact against discrimination and sexual violence.
- Ensures that the doctoral student benefits from collective training and is aware of research ethics and integrity, and that he or she is aware of and applies the guidelines relevant to scientific publications.

In the event of a dysfunction, the individual monitoring committee may recommend that the director of the doctoral school propose a mediation or summon a conciliation commission (see section 6).

### 4.3 THE THESIS DEFENSE JURY

Certain features of doctoral training, in particular **training by project** and the **originality requirement**, imply that each doctoral thesis is **unique** and must thus be assessed by a **tailor-made** defense jury. The composition of this jury is listed on both the doctoral diploma and on the cover page of the thesis.

The national doctoral degree is issued by the president of the accredited establishment upon the **proposal of the thesis defense jury**. The doctoral degree is a national diploma recognized **internationally**.

The jury must be composed in such a way as to be able to **legitimately declare in the name of higher education** on an international level, that the doctoral degree may be issued to the doctoral student in accordance with the international criteria relative to this degree.

The thesis presents a series of **original scientific works**. Each member of the jury, taken individually, is not necessarily required to be a specialist in all aspects of the topics presented in the thesis, but as a whole, the jury must constitute a group of experts with acknowledged skills in the field of the thesis and in a position to comment on each aspect of the latter and on the originality of the works presented from an international perspective.

**This defense is an assessment:** the panel must thus guarantee the **neutral, arms-length** view that is essential to this assessment. It is for this reason that it must be composed mainly of members outside of the doctoral project, with no established interest, or relationship of subordination or authority between each other or with the stakeholders in the student's doctoral training.

## 5. THE DOCTORAL TRAINING STAKEHOLDER

### 5.1 THE DOCTORAL STUDENT

The doctoral student is a researcher currently in training. Enrollment in the doctorate grants them rights and imposes duties and obligations; vis à vis the doctoral school organizing their doctoral training, vis à vis the establishments (accredited, for the preparation of the doctorate, international

co-supervision) which authorize their enrollment and which issue the diploma, vis à vis the host research unit, vis à vis the host establishment of the research unit which ensures or oversees the management thereof, vis à vis a financial backer and /or their employer, vis à vis their thesis supervisor who ensures the scientific management of their doctoral project and visà vis their co-authors whose names are definitively linked with that of the doctoral student.

The doctoral student is entitled to:

- Within the doctoral school, the same rights of expression, vote and representation in general assemblies, unit boards and doctoral school boards as the other members of such boards and assemblies;
- The same rights of access as the research staff of their research unit to the premises and facilities of the establishments to which the research unit is affiliated, subject to specific and justified restrictions;
- A working space within the research unit, a designated desk and the means necessary to execute the doctoral project and disseminate their work and results.
- Access to group training in the framework of their doctoral training, intended to consolidate their scientific culture, provide an international perspective and prepare their professional career;
- The possibility to follow training courses and attend seminars organized by the research unit, in the same capacity and conditions as the unit's permanent research staff;
- An international perspective (possibility to disseminate their works on an international level and access the work of other researchers in an international context, to exchange with international experts in the field, to benefit from seminars by international experts and international mobility opportunities, etc.);
- The recognition, in the framework of the diploma supplement, of each of their activities within the scope of that which is normally considered in the assessment of researchers (scientific output, international mobility, teaching, promotion, mediation or expertise activities; group responsibilities, representative activities or elective offices, etc.);
- Access to information regarding both academic and extra-academic career prospects after their doctorate. To this end, they must be able to consult the professional activity of former doctoral students of their research unit and doctoral school (access to statistics on doctors' careers, contact with alumni networks, etc.).
- Access to a mediation or dispute settlement tool;
- The right to be consulted on the offer and execution of the doctoral training of the Institut Polytechnique de Paris; the right of access to reports on surveys and consultations carried out among all the doctors, doctoral students and other stakeholders in doctoral training at the Institut Polytechnique de Paris.

The doctoral student also has the following duties and responsibilities:

- To comply with the requirements of the national regulations, the internal rules of procedure and all procedures of the Institut Polytechnique de Paris relevant to the doctoral program;
- To fully endeavor to ensure their work is original scientific work and not to reproduce prior research carried out elsewhere; to know how to place their work in the international scientific context;
- To comply with the health & safety requirements and the internal regulations of the host research unit, the host establishment of the research unit and their employer;
- To actively acquire knowledge of research ethics and integrity; to comply with the ethical codes and practices of their field and with the ethical standards laid down by

the

various national ethical codes; to formally undertake not to commit acts of plagiarism; to comply with the rules of copyright, the rules and requirements related to the signature of publications, the dissemination of research results (transmission to open archives and confidentiality) and to intellectual property;

- To inform their thesis supervisor regularly on the progress of the doctoral project and to validate with them the scientific quality of the approach followed, and the results obtained; to ensure their project complies with the duration established for its execution; to commit to a work and discussion schedule relative to the progress of their work with their thesis supervisor;
- **For the purpose of the thesis defense** and from the outset of the preparation of the thesis, **to learn** to present their research work, to demonstrate its quality and innovative nature, to place it in its scientific context; to effectively **make use of all opportunities provided** to develop their skills (as of admission to the doctorate, activities organized by the research unit or doctoral school, during seminars or conferences and during interviews with the individual monitoring committee);
- **At the end of the defense**, to take an oath to respect the principles of scientific integrity;

*« In the presence of my peers. With the completion of my doctorate in [research field], in my quest for knowledge, I have carried out demanding research, demonstrated intellectual rigour, ethical reflection, and respect for the principles of research integrity. As I pursue my professional career, whatever my chosen field, I pledge to the greatest of my ability, to continue to maintain integrity in my relationship to knowledge, in my methods and in my results. »*

- **To disseminate their research work** using the various means made available to them (seminars, conferences, congresses and publications, etc.) with the explicit consent of their thesis supervisor;
- To engage in **scientific discussions** with other doctoral students and, more broadly, with the scientific community as a whole; to request critical feedback from their thesis supervisor, their network and the scientific community;
- To undertake all the necessary measures for the **safe-keeping and security of the data and results obtained**; the data collection and analysis methods, the results and, where appropriate, the detail of such data must always be available, upon request from the competent authorities;
- With the support of the individual monitoring committee, to establish a progress report on their **doctoral training** relative to the development of their skills, their scientific culture and their international opening, in addition to the preparation of their professional career;
- To transmit to the director of the doctoral school, for a period of **5 years** after the defense of their doctorate, information concerning their **career development** and publications based on their doctorate. The transmission of this information is essential so that new doctoral students at the same school may be fully informed of the career prospects open to them;
- To contribute, on their level, to the measures ensuring the quality of the doctorate; to support the **promotion** and contribute to the **renown**, on their level, of the IP Paris doctorate.

## 5.2 THE THESIS SUPERVISOR

The doctoral student is placed under the **control and responsibility** of their thesis supervisor. For each academic year, this responsibility is borne by a **single thesis supervisor**. This thesis supervisor is the only person who **signs**, in the capacity of thesis supervisor, the administrative acts related to doctoral training at the Institut Polytechnique de Paris.

The thesis supervisor is responsible for the **scientific management** of the student's doctorate. This responsibility may be **jointly** shared by the thesis supervisor and a **thesis co-supervisor**. **Co-directors** may also contribute to the scientific management of the doctoral student. In this case, the contributions, roles and responsibilities of each person must, from the outset of the preparation of the thesis, be **clearly defined and explicit** between the members of the management team and **explained to the doctoral student**.

The thesis supervisor must have followed an educational training and prevention of harassment, otherwise the doctoral supervision may be refused by the establishment.

The thesis supervisor has the following roles and responsibilities:

- **To define the subject** of the doctoral project in consultation with the doctoral student; to ensure that it is **original** and will not reproduce prior research carried out elsewhere; to ensure its **feasibility** within the planned **duration** for the project and in the framework of the **research unit** and its partners; to ensure, in consultation with the head of the research unit, the adequate integration of the doctoral project into the unit's scientific project and the taking into account of the requirements of the national policy on research and innovation;
- To ensure that all the **scientific, material and financial conditions** are in place to guarantee the proper execution of the doctoral student's research; to inform applicants for enrollment in the doctorate of the opportunities for financial aid and the procedures required; to verify with the head of the research unit the unit's capacity as host and to ensure that the doctoral student has access to all equipment and data essential to the proper conduct of their work;
- In order to ensure the supervisor's **availability**, to limit the number of doctoral students (for a maximum supervision rate of 300%) simultaneously placed under their control and responsibility to **six** persons, except under specific provisions established by the Doctoral school or subject to derogation; to inform each doctoral student of the number of doctoral students under his/her responsibility;
- When the **scientific management** of the doctoral project is shared with a co-supervisor, and when several co-directors participate in the management of the doctoral student, to ensure the **coordination** of the management team and the **clarity and coherence** of information provided to the student by members of said team;
- To ensure that the doctoral student disseminate his/her research work using the various means made available to them (seminars, conferences, congresses, publications, etc.);
- Increase doctoral student's awareness of the **research ethics** and **integrity**, to ensure that the student is informed of such issues from the outset of their doctorate and complies with these principles; to monitor the doctoral student's compliance with the rules and regulations for the signature of publications, the dissemination of

research results (dissemination via open archives, confidentiality) and those relative to intellectual property; in addition to compliance with national regulations, the internal rules and procedures of the Institut Polytechnique de Paris and health & safety rules; to inform the student of measures to deal with disputes, harassment and discrimination;

- To ensure the proper **integration** of the doctoral student into the scientific community and particularly the research unit; to contribute to actions conducted in their research unit to integrate doctoral students into said unit; to ensure, at his/her level, that the doctoral student has scientific discussions with other doctoral students and with the scientific community as a whole;
- To be informed regularly by the doctoral student of the progress of the doctoral project; to ensure regular follow-up; to devote adequate attention and time to the student; to accompany their gradual independence; to build a constructive and positive relationship with the doctoral student in order to implement the conditions necessary for the effective transfer of knowledge and the development of their skills; to assist the doctoral student in identifying their strengths and weaknesses and to encourage them to develop their skills;
- To ensure that the doctoral student takes the constraints of time into account and that their research work is carried out in line with the doctoral project duration; to notify the doctoral student of external problems or constraints they may be unaware of and of opportunities that may arise;
- For the purpose of the thesis defense, to encourage and assist the doctoral student, from the outset of the preparation of the thesis, to highlight the quality and innovative nature of their research work, to place such work in its scientific context and to develop their presentation skills; to ensure also that the doctoral student makes full use of opportunities provided to them to develop these skills (on admission to the doctorate, at events organized by the research unit or doctoral school, during seminars or conferences and during interviews with the individual monitoring committee);
- To assist the doctoral student in identifying additional training pertinent to their research or professional career; to contribute to doctoral group training organized by the student's doctoral school or those offered on a doctoral college level (doctoral lecture cycles or round tables, etc.);
- To assist the doctoral student in the preparation of their professional career; to remain informed of the professional achievements of the doctors he/she has trained;
- To participate in the defense jury, take part in doctoral monitoring committees of the doctoral school, in admission commissions or juries of the doctoral school; and generally, contribute at his/her level to measures ensuring the quality of doctoral training; to assist in the **promotion** and contribute to the **renown**, on his/her level, of the doctorate of the Institut Polytechnique de Paris.

### 5.3 THE DIRECTOR OF THE RESEARCH UNIT

The director of the research unit ensures the relevance of the doctoral project to the **scientific policy of the research unit**. He/she ensures its originality, its feasibility in the planned duration of the project and in the framework of the research unit and its partners. He/she ensures that the requirements of the national policy on research and innovation are considered.



He/she contributes, on their level, to the **renown** and possible **promotion** of the doctorate degree of the Institut Polytechnique de Paris.

He/she ensures that all the **scientific, material and financial conditions** are in place to guarantee the proper execution of the doctoral student's research.

When such conditions are in place, he/she undertakes to fully **integrate** the doctoral student into their research unit, in compliance with the terms set out between the **establishments to which their research unit is affiliated**. In all cases, he/she notifies the establishment hosting the research unit and legally responsible for the **placement** of a doctoral student in their premises. He/she monitors the quality of the placement, the implementation of general measures relative to the proper integration of doctoral students into the research unit and the working conditions of doctoral students in said unit.

Each Doctoral school federates a group of research units to organize the training of doctoral students. In this context, the director of the research unit **maintains close relationships with the doctoral school** and ensures the **coherence** of actions led in their research unit in terms of doctoral training with those conducted by the doctoral school or college.

In particular, he/she ensures that their research unit, **in liaison with the doctoral school**, offers or participates in the organization of scientific exchanges and activities designed to consolidate the **scientific culture** of doctoral students and **provide them with an international perspective**.

He/she contributes, on their level, to the quality process of the doctoral training, to the proper execution of all procedures and processes, derogations granted and measures for mediation and the settlement of disputes.

The director of the research unit ensures that information pertaining to the research unit is brought to each doctoral student's knowledge upon their arrival, in particular:

- On the **general organization of the research unit**, its internal regulations or procedures, the regulations and procedures of the establishments to which the research unit is affiliated or those of the Institut Polytechnique de Paris which are applicable to the research unit, the ethical rules and health & safety measures in effect in the research unit; the rules relative to the signature of scientific production; existing measures for training in the research ethics and integrity, copyright and intellectual property, the dissemination of research works (confidentiality, dissemination via open archives) and the **prevention of disputes, harassment and discrimination**;
- On the **scientific orientations of the research unit**, and where appropriate, of the research team in which the doctoral student is integrated and on the relevance of the unit's general scientific project to the requirements of the national policy for research and innovation;
- On the general terms in which doctoral students are prepared and supported in the research unit; on the premises and workspaces at their disposal;
- On scientific events open to research unit members and in particular lecture cycles or science days; on the scientific exchange frameworks, between doctoral students or the scientific community as a whole, organized by the research unit, the doctoral school or networks of which the research unit is a member and on the training possibilities open to research unit members;

- On the integration measures and networks or associations of doctoral students which exist within the research unit or of which it is a member, on the European and international openings of the research unit and the career development of doctors from the research unit.
- On “integrity and scientific ethics” guidelines and reference points of the host institution;
- On “Human Resources”, “Occupational Health” guidelines and reference points, and prevention of Harassment, Discrimination and Violence including Sexist and Sexual violences of the host institution and the employer.

## 5.4 THE DIRECTOR OF THE DOCTORAL SCHOOL

The director of the doctoral school **in close collaboration** with its federated research units or teams, **organizes the training of doctoral students** and **prepares their professional careers**, in the framework of missions which are entrusted to the doctoral school on accreditation of the doctoral policy of the Institut Polytechnique de Paris.

The director contributes, on his/her level, to the **renown** and **promotion** of the doctorate degree of the Institut Polytechnique de Paris.

Prior to the first enrollment in the doctorate, the director of the doctoral school:

- Informs applicants to the doctorate of the admission terms, the requisite skills, possible financial aid, the supervision potential of the doctoral school and the nature, designation and rates of professional activity following graduation from the doctorate;
- Implements a **doctoral recruitment policy**, based on explicit and public criteria, which are open and fair and conducted according to **internationally recognized principles**, in particular those set out in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, which promotes originality, scientific risk-taking, and the international and inter-disciplinary opening of engaged doctoral projects;
- Ensures that all the scientific, material and financial conditions are in place to guarantee the proper execution of the doctoral student’s research; he/she participates in seeking funding and suggests its allocation in order to enable doctoral students to prepare and present their thesis in optimal conditions;
- Proceeds with the recording in national registers of the doctoral subjects chosen by the doctoral students and their possible development, thus ensuring the originality and innovative nature of the proposed new subject (STEP).

During the preparation of the doctorate, the director of the doctoral school:

- Organizes, in close collaboration with the research units, scientific exchanges between doctoral students and more broadly the scientific community as a whole, offers doctoral students group activities and training courses, encourages inter-disciplinarity, the acquisition of a broad scientific culture including knowledge of the international research framework, enabling the development of their transferable skills to serve their research and professional projects and ensures that each

doctoral student receives training in research ethics and integrity;

- Contributes to European and international openness, in the framework of cooperative actions conducted with foreign higher education institutes or research centers;
- Ensures the application of the Doctoral Charter and compliance with the internal rules & procedures and national legislation; ensures the prevention of disputes, discrimination and harassment; implements and ensures the proper execution of mediation tools and the resolution of disputes linked to the doctoral training;
- Makes provision for a quality system for the training program, in particular by setting up individual monitoring committees for doctoral students; provides training or specific guidance for doctorate managers and ensures the transparency and monitoring of the proper execution of all procedures, processes and derogations granted;
- Contributes to programs supporting graduate doctors in the development of their career in private and public sectors and organizes, in association with the departments of the establishments concerned, the monitoring of the career path of graduate doctors.

**Once preparation of the thesis is complete**, the director of the doctoral school:

1. **Proposes reviewers** to examine the thesis, further to the opinion of the thesis supervisor, examines jury proposals, oversees their proper composition and ensures compliance and issues an approval authorizing the defense of the thesis;
2. Ensures the collection and transmission of information relative to the defense of theses and the future career of doctors; also transmits information regarding the duration of the theses defended and those withdrawn.

## 5.5 Common responsibilities of all stakeholders in the doctoral training project

The doctoral student, as well as the thesis director or co-supervisors, and all members of the supervisory team, have the following responsibilities and duties:

- Respect the regulations of Institut Polytechnique de Paris, its doctoral schools and host establishments.
- Respect the fundamental principles of politeness, honesty and ethics when interacting with each other and with other interlocutors, particularly the administrative staff of the Graduate School, the thesis co-supervisors, the school officials of the doctoral school, the members of the individual monitoring committee, the scientific associates, as well as all IP Paris laboratory members.

Any improper conduct, such as moral harassment, sexist and sexual violence, discriminatory comments or behavior, will be liable to disciplinary sanctions which may include expulsion.

- Respect the requirements of national regulations, internal regulations and all procedures of the Institut Polytechnique de Paris for everything related to the doctoral course.

- Respect hygiene and security rules and the internal regulations of the host research unit, the establishment hosting the research unit, its employer.

## 6. MEDIATION AND DISPUTE SETTLEMENT

In the event of difficulties or disputes, the parties concerned must endeavor to reach an amicable settlement. The dispute settlement system is provided by the doctoral school, which offers its services in the resolution of disputes, when the latter arise in the framework of the preparation of a doctorate. This possibility provided by the doctoral school is not exclusive; it is complementary to other possible means of dispute settlement within the research unit, with the employer or via trade unions, etc. The following principles serve as guidelines for the settlement of disputes:

- Disagreements and disputes are in no way exceptional and calling on the doctoral school to settle a dispute must not be stigmatizing or seen as a last resort, but on the contrary as an **amicable measure** to be engaged **as soon as possible**, before problems become too difficult to resolve;
- A fair balance must be found between **the reflection period** required by each party to organize the dispute settlement in adequate conditions, with hindsight and without haste, to prepare discussions and reach the best conclusions, and the **settlement period** which must be sufficiently brief to enable each party to move forward;
- The best solutions are those which the disputing parties have reached themselves, if possible, through mediation. The task of a mediator is to hear the disputing parties, to bring them together to confront their points of view and to assist them in reaching a solution. The mediator has no form of authority, other than that of the trust placed in them by each party. It is strongly advised to call on a mediator and the doctoral school will provide assistance in finding a mediator upon request from the disputing parties;
- If a **solution is not reached through mediation** or if the parties concerned do not wish to seek a solution with a mediator, the doctoral school may thus decide to set up a conciliation commission, in accordance with the provisions defined in a procedure of the Doctoral School of the Institut Polytechnique de Paris. The task of the conciliation commission is to devise solutions and put forward recommendations;
- The individual monitoring committee may, where necessary, notify the director of the doctoral school of the need for mediation or for the implementation of a conciliation commission.

The conciliation commission is composed in such a way as to be **equally attentive to the points of view of each party concerned**. When the conciliation commission has been recommended by the individual monitoring committee, the doctoral school may draw on the support of this committee to compose the commission.

The solutions or recommendations put forward must be preceded by **separate discussions between the commission and each party** and a discussion **between the parties**, led by the commission.

Within a framework guaranteeing anonymity, each Doctoral school **shares** analyses of situations requiring settlement actions on its part, to collectively draw conclusions and make constructive use of such to **prevent** future disputes and **heighten awareness** among all stakeholders in doctoral training.

## 7. FIGHT AGAINST DISCRIMINATION, HARASSMENT, AND SEXUAL AND GENDER-BASED VIOLENCE

IP Paris and its member schools maintain a zero-tolerance policy regarding acts of discrimination, harassment, or sexual and gender-based violence. This applies to all IP Paris doctoral schools students and personnel involved in their supervision and working conditions (thesis advisors, co-supervisors, etc.), including external staff assigned to research laboratories within IP Paris schools.

Personnel responsible for doctoral students are required to undergo regular training on preventing discrimination, harassment, and sexual and gender-based violence.

Perpetrators of such actions may face disciplinary measures, which can include expulsion and termination of employment contracts, as well as potential criminal sanctions.