



Rules of Procedure of the Institut Polytechnique de Paris Doctoral School

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Preamble

For all the general provisions relative to the role of the doctoral school and the organization of the doctorate program, each doctoral student and each thesis supervisor is subject to the thesis charter and all general procedures of the Institut Polytechnique de Paris (IP Paris) or HEC Paris (according to the affiliation of the thesis supervisor). The purpose of the Rules of Procedure is to set down the practical terms for the implementation of these provisions and to specify the policy of the Doctoral School.

1 Governance of the DS

1.1 Structure

The doctoral school is structured in nine scientific domains:

- Physics
- Biology
- Chemistry
- Mechanics and Energetics
- Computer Science, Data and Artificial Intelligence
- Information, Communications, and Electronics
- Economics
- Social Sciences and Management
- Humanities, Art, Literature and Languages

Each scientific domain is managed by one or more responsible.

The heads of the scientific fields of the Doctoral School can rely on a committee made up of members of different departments, within the framework of actions of an educational or scientific nature. These committees are called upon in particular during the campaign to award doctoral grants, for the selection of candidates, and may be called upon within the framework of monitoring committees (see 3.3). They can also step in to assist heads of the scientific fields in dealing with contentious cases.

1.2 Management team

1.2.1 The director

Pursuant to Article 6 of the Decree of May 25, 2016 (modified by the Decree of August 26, 2022) relative to doctoral training, the director of the Doctoral School is appointed by mutual agreement of the heads of the co-accredited establishments (IP Paris and HEC Paris). The director is appointed for the duration of the accreditation. Their term is renewable once. Their tasks are defined in Article 7 of the Decree.

The director of the doctoral school is responsible, under the authority of the Council of the Doctoral School, for the implementation of the action program and the management of the doctoral school. It oversees the implementation by the Doctoral School of an admission policy for doctoral students within the school, based on explicit and public criteria. It also ensures that the doctoral school informs students about the conditions for access, the skills required, the financing likely to be obtained, the

nature, quality and rates of employability after obtaining the doctorate. The director is responsible for science: he/she oversees the quality of recruitment and theses defended.

The Director of the Doctoral School works in close collaboration with all the heads of scientific fields on the validation of applications for registration of doctoral students in compliance with strict selection criteria (academic quality of the doctoral student, funding, capacity of the supervision, quality of the thesis project, etc.), verification of the good conditions for the progress of the thesis, and monitoring of training by doctoral students, and personalized support for the doctoral student until the defence, validation of the diploma and its compliance with the rules, including the ability of the doctoral student to support and the appointment of the jury, as well as on the expertise of delicate situations and the handling of disputed cases.

1.2.2 The heads of scientific fields

The heads of the scientific fields of the doctoral school are appointed by the Executive Committee of IP Paris (COMEX), after consulting the heads of departments and the Education and Research Committee (CER). They are chosen from among the researchers and professors of the laboratories, all holders of the HDR or having an equivalence. They are appointed for the duration of the accreditation. Their mandate is renewable once.

1.2.3 The executive committee

The director is assisted by a team consisting of an executive committee, composed of the director and heads of scientific fields. The executive committee assists the director in the implementation of the scientific and educational policy decided upon by the doctoral school council board, in the preparation of the doctoral school council board meetings, the organization of admission activities for doctoral students and the management of disputes brought to its attention.

The executive committee may be supplemented, where required, by specifically qualified persons in the fields of administration, training, international policy, business relations policy and other needs relative to the doctoral training of IP Paris and HEC Paris.

In addition, the executive committee carries out various actions related to doctoral training:

- Management of transversal training, oriented towards professional development, as described in 3.4;
- Management of international joint supervision;
- Internal communication at IP Paris and HEC Paris and external communication;
- Relations with national doctoral bodies, in particular the Ministry of Higher Education and Research; media and legal monitoring of questions related to the doctorate;
- Relations with companies as part of the follow-up of the doctorate in industry (CIFRE theses);
- Mediation of conflicts brought to its attention.

For this, the executive committee may call on its members, members of the doctoral school (in particular heads of departments or other researchers and professors) or rely on the services of IP Paris.

It periodically organizes the consultation of laboratories and departments in order to ensure the satisfaction of the parties with regard to the operation of doctoral training at IP Paris and HEC Paris.

In addition, it regularly devotes part of its meetings to listening to the representatives of doctoral students on the board of the doctoral school, invited specifically to share their comments and suggestions.

The executive office is assisted by an administrative department whose missions and organization are specified in the doctoral school's organizational note.

1.3 Doctoral School Council board

1.3.1 Composition

The composition of the board is defined in Article 9 of the Decree of May 25, 2016 (modified by the Decree of August 26, 2022).

It consists of 20 members appointed as follows:

- 2 representatives of engineers, technicians and administrative staff,
- 10 representatives of the research establishments, units or teams of the doctoral school,
 - 6 representatives of the schools
 - 4 representatives of ONRs
- 4 doctoral students belonging to the doctoral school, elected by their peers,
- 4 external figures, chosen equally among qualified French and foreign figures from scientific fields on the one hand, and the industrial, socio-economic or cultural sectors on the other.

Its composition must allow for a balanced representation of women and men.

The Director of the Doctoral School is a permanent guest of the Doctoral School Council.

The Doctoral School Council meets at least once a year when convened by the director of the doctoral school, who sets the agendas for the meetings in consultation with the heads of the scientific fields. It makes its decisions by consensus. For particularly important decisions, or at the request of one of its members, a vote by secret ballot is organised. The decision is taken by majority vote.

Absent members can give a proxy, which must reach the doctoral school administrative department at least 48 hours before the board meeting.

1.3.2 Methods of appointing members

The procedures for appointing members of the Doctoral School Council board are defined as follows:

- the 2 representatives of engineers, technicians and administrators are appointed by COMEX IP Paris on the proposal of the director of the doctoral school and the management of the Graduate School;
- the 10 representatives of the institutions, units or research teams of the doctoral school, are appointed by the COMEX IP Paris on the proposal of the Teaching and Research Committee (CER) of IP Paris and heads of departments;
- the 4 doctoral students belonging to the Doctoral School, are elected by their peers;
- the 4 personalities from outside the Doctoral School, are appointed by COMEX IP Paris on the proposal of the heads of departments.

Elections are organized at the beginning of each mandate to elect the doctoral students of the council, as well as in the middle of the mandate to take into account the limited duration of theses. Replacements made necessary between two elections are processed by cooptation or by appointment by the director of the doctoral school. They are validated by the board (in the absence of new members).

1.3.3 Tasks

The tasks of the Doctoral School Council board are defined in the Decree of May 25, 2016 (modified by the Decree of August 26, 2022).

The board defines the scientific and educational policy orientations of the doctoral school. In particular, it is the vector of proposals.

It approves the selection policy and terms for doctoral students.

It approves the action framework of the doctoral school executive committee and the decisions which may be delegated to the latter.

It gives an opinion on the Rules of Procedure of the Doctoral School of IP Paris.

It is consulted for all issues relative to the doctoral school which cannot be dealt with by the executive committee.

2 Principles, criteria and terms of admission for doctoral students

Pursuant to Article 3 of the Decree of May 25, 2016 (modified by the Decree of August 26, 2022) relative to doctoral training, the doctoral school implements a doctoral student admission policy based on explicit and public criteria, according to the principles defined in the thesis charter. The general procedure for the admission of doctoral students is provided in 2.3. The criteria and terms specific to the doctoral school of IP Paris are specified hereafter.

2.1 General principles

The doctoral school implements a doctoral student admission policy which seeks in all cases to comply with the following principles:

- Explicit and public criteria and procedures, brought to the knowledge of enrollment teams and potential applicants for the doctorate
- Upstream (approval by the competition juries, terms and processes, etc.) and downstream (report on admission activities) oversight of this selection policy by the doctoral school council board
- The taking into account of the capacity for personalized and adequate supervision within the research teams and units
- Recruitment which fosters gender equality, diversity and openness, on an international level in particular
- Recruitment which promotes the development of new areas of research and which is attentive to the prospects for professional integration and the career development of doctors
- Possible earmarking in the framework of the doctoral school policy and that of IP Paris or HEC Paris

2.2 Admission criteria

In the selection of doctoral students, the doctoral school takes into account:

- Academic results previously obtained by the applicant, in particular at master's level
- The applicant's research abilities, assessed notably during research internships
- The relevance of the applicant's training to the doctoral project
- The originality and feasibility of the doctoral project in the context of the research unit and its partners
- The relevance of the doctoral project to the scientific policy of the research team, with the consent of the research unit head upon enrollment.
- The availability and capacity of the thesis supervisor and more generally all the doctoral supervisors to ensure scientific management of the doctoral project
- The professional project presented by the applicant and its relevance to the doctoral project

The terms governing the selection of doctoral students are subject to a procedure defined by the executive committee and approved by the doctoral school council board. The result of the implementation of this selection policy for doctoral students is presented annually to the board.

The doctoral school council sets the maximum number of doctoral students supervised by a thesis director, taking into account the constraints linked to the disciplines, in particular the rare disciplines

(in accordance with article 16 of the decree of May 25, 2016 (modified by the decree of August 26, 2022)).

Exemptions may be granted, on a case-by-case basis, by the Executive Committee if this supervision rate is exceeded (see paragraph 6).

2.3 Terms of admission and enrollment

2.3.1 Proposals for thesis subjects

Members holding accreditation to supervise research (HDR) or an equivalent qualification or with a specific derogation, attached to the doctoral school, may propose a thesis subject, seek and obtain funding and seek and find a candidate. Thesis projects may be published on the doctoral school website, subject to the inclusion of all information enabling a potential candidate to assess the relevance of the project to their application.

2.3.2 Examination of applications

Each application is examined by the doctoral school. When outside the framework of the admission competition, this may be carried out at the same time as enrollment, subject to a favorable decision by the doctoral school, provided that the thesis supervisor has selected a preferential applicant and that all the elements required for enrollment are available.

In all cases, an interview will be carried out by the thesis supervisor, who will provide a comprehensive report enabling the doctoral school to check the appropriate educational elements for enrollment in the doctorate. The latter must include the following:

- The applicant's resume
- The results of previous training (usually the grades for the master's degree)
- A cover letter
- One or more letters of recommendation
- The favorable and substantiated interview report of the thesis supervisor

In addition, adequate knowledge of English is a prerequisite for a career in science, to enable communication with the scientific community. To this end, doctoral students must provide proof of their level of English upon enrollment (minimum TOEFL score 90/120 or equivalent). Otherwise, they may be authorized to register subject to providing proof of proficiency in French (level B2/C1) during their 1st registration and reaching the required level in English during the 1st year of thesis.

To enable applicants to make an informed choice, the doctoral project must specify:

- The scientific field of the doctoral school and the doctorate specialty
- The positioning of the research topic with respect to the state of the art
- The scientific aims and the main phases of the thesis, in addition to possible key issues
- The tools and methods to be implemented
- Possible academic or socio-economic cooperation and international opening
- The material conditions guaranteeing the proper execution of the doctoral project
- Funding terms for the doctoral student (see 2.3.4)

The scientific field heads may, if necessary, organize a hearing in order to provide more information on these elements, particularly in the case of a part-time thesis (see 3.2).

The thesis supervisor, the head of the research unit, the head of the scientific field, and the director of the doctoral school constitute, outside of the admission competition, the commission as described in the thesis charter.

2.3.3 Organization of the admission competition for doctoral allocation

The organization of a doctoral student selection by admission competition is the result of delegation to the doctoral school for the allocation of thesis funding by IP Paris and its associated schools, by HEC Paris or by other bodies wishing to do so.

In the admission competition, the doctoral projects must be disseminated widely and contain the elements specified in 2.3.2. In particular, they must be posted on the ADUM platform before a deadline to be decided by the executive committee. The directors of laboratories in which these theses are likely to be executed are notified and they may inform the DS before a fixed date if they refuse the doctoral project.

Applicants submit their application via ADUM, before a deadline to be decided by the executive committee. These applications are examined in the framework of the scientific fields of the DS, according to a method defined by the executive committee. A pre-selection may take place, following which the chosen applicants are called to an interview with the field heads and the committees created for this purpose. The executive committee establishes a provisional ranking including a main list, a secondary list and possible refusals; these lists are then submitted to the doctoral school council board. The board validates or modifies the proposal, possibly taking into account criteria related to the policy of IP Paris, HEC Paris, the doctoral school or funding bodies. The final ranking is provided to the establishments and bodies, for confirmation and implementation of the enrollment process. Withdrawals are handled as they occur, based on the final ranking approved by the doctoral school.

Any candidate for a job, an internship or a training period is protected by law against discrimination in hiring and at work in accordance with the Labor Code (art. L.1132-1).

The Institut Polytechnique de Paris and HEC Paris are committed to the fight against discrimination and the promotion of diversity. Any candidate who considers himself/herself to be the victim of discrimination in admission to the doctoral school may submit his/her appeal within 2 months from the date of notification of refusal to the management of the Doctoral School of IP Paris.

The rules enabling thesis supervisors or managers to submit subjects in the framework of the competition and those governing student applications are defined annually by the executive committee and approved by the DS board.

2.3.4 Funding of doctoral students

Enrollment in the doctoral school is, generally speaking, subject to social security cover and the existence of funding for the doctoral student, the full-time level of which must be at least equal to the net minimum wage for the nominal duration of the thesis. In the event of a funding overrun, it is the joint responsibility of the thesis supervisor and the laboratory to ensure additional funding and the continuation of the thesis in adequate conditions.

When the doctoral student applies for a part-time thesis, due to a primary professional activity, funding specific to the thesis is not a requirement, provided that the primary remuneration is at least equal to the net full-time minimum wage.

3 Execution of the doctorate

3.1 Enrollment

The establishment enrolling the doctoral students is IP Paris or HEC Paris, according to the laboratory in which the thesis to be carried out.

Registration is renewed at the beginning of each academic year by the head of the establishment, on the proposal of the director of the doctoral school, after consulting the heads of scientific fields, the thesis director and the doctoral student's individual monitoring committee.

During the annual doctoral registration, the director of the doctoral school checks that the scientific, material and financial conditions are met to guarantee the smooth running of the doctoral student's research work and the preparation of the doctorate.

During the course of his/her research work, the doctoral student is integrated into the research unit which hosts him/her and which contributes to his/her support during his/her training. His/her work is valued in this context.

In the event of non-renewal envisaged, after consulting the thesis director, the reasoned opinion is notified to the doctoral student by the director of the doctoral school. A second opinion may be requested by the doctoral student from the research commission of the academic council or the body that takes its place, in the establishment concerned. The decision of non-renewal is taken by the head of the institution, who notifies the doctoral student.

3.2 Duration of the thesis

The nominal duration of a full-time thesis is 36 months.

In the case of doctoral students doing a part-time thesis, due to a primary professional activity, at least 2 days per week must be given over to the thesis and duly certified. The preparation of the doctorate, within the doctoral school, is generally carried out in three years in full-time equivalent devoted to research. In other cases, the duration of preparation for the doctorate can be at most six years. Validation by the director of the doctoral school and the head of the scientific field will be based on a detailed examination of the candidate's application, their motivation and aims, the specific conditions for the execution of the thesis and a hearing by the doctoral school. In the event of a nominal duration of more than 48 months, the doctoral project must be validated by the executive committee.

The extension of the duration of a thesis beyond the nominal duration is subject to the consent of the doctoral school.

The duration of a thesis, from the date of the first enrollment to the date of defense must not, under any circumstances, exceed 72 months.

On a fourth enrollment (or more):

- The doctoral student contacts the head of the scientific field for an interview; if the nominal completion of the thesis is scheduled before December 31 of the same year, the progress of the manuscript must be provided and the composition of the jury must be put forward
- In the absence of a jury and a date for thesis defense and if the nominal date for completion of the thesis is before July 1 of the same year, a second mini-defense (see 3.3.2) will be organized.
- The terms of funding for a thesis which exceeds the nominal duration must in all cases be specified

Any university year started is due (total registration fees, no pro rata) regardless of the start date of the thesis. The period of one academic year is from 01/09 to 31/08 of the following year and re-registrations must be made between 01/09 and 31/10 even if the thesis started late. The absence of re-registration is worth abandonment.

Doctoral students in their 4th year who will defend before December 31 do not have to re-register, pay the CVEC contribution, or pay any registration fees.

3.3 Monitoring of the doctoral student

3.3.1 Organization of monitoring

The monitoring of the execution of the thesis takes place from enrollment to defense. It is carried out by the 'monitoring committee', pursuant to the Decree of May 25, 2016 (modified by the Decree of August 26, 2022) on doctoral training.

The doctoral student's individual monitoring committee oversees the smooth running of the course based on the doctoral charter and the training agreement. It evaluates, during interviews with the doctoral student, the conditions of his/her training and the progress of his/her research. It formulates recommendations and sends interview reports to the director of the doctoral school, to the head of the scientific fields, to the doctoral student and to the thesis director. In particular, it ensures that any form of conflict, discrimination or harassment is prevented.

The members of this committee do not participate in the direction of the work of the doctoral student.

The individual monitoring committee is composed of:

- two members from outside the doctoral student's and supervisor's team (having no relationship of subordination or interest or proven proximity with the doctoral student and/or the thesis supervisor), one of whom at least is HDR or equivalent. The doctoral student's individual monitoring committee includes at least one member who is a specialist in the discipline or in connection with the field of the thesis. It is recommended (if possible) that the doctoral student's individual monitoring committee includes a member from outside the institution. One of these members is proposed by the thesis director and the other by the doctoral student, all of which are validated by the head of the scientific field. The doctoral school ensures that the doctoral student is consulted on the composition of his/her individual monitoring committee, before its meeting. The doctoral school ensures that the composition of the doctoral student's individual monitoring committee remains constant throughout the doctorate.

The monitoring committee operates at various steps throughout the course of the thesis:

- It meets obligatorily before registration in the second year and then before each new registration until the end of the doctorate. The interviews are organized in the form of mini-defences as indicated in 3.3.2. During these same interviews, the monitoring committee is particularly careful to identify any form of conflict, discrimination, moral or sexual harassment or sexist behavior. It formulates recommendations and sends a report of the interview to the director of the doctoral school, to the doctoral student and to the thesis director.
- following any initiative by the doctoral student, the thesis director or the head of the scientific field aimed at understanding the progress of the thesis and considering possible corrective actions.

In the event of difficulty, the doctoral student's individual monitoring committee alerts the doctoral school, which takes all necessary measures related to the doctoral student's situation and the progress of his or her doctorate. As soon as the doctoral school becomes aware, through the individual monitoring committee of acts of violence, discrimination, moral or sexual harassment or sexist acts, it proceeds to a report to the listening unit of the establishment against discrimination and sexual violence.

In order to support the members of the monitoring committees in their mission, the national network of doctoral colleges has published a guide to the CSI (individual monitoring committee) for doctoral students, which can be consulted at the following link:

https://drive.google.com/file/d/1Qkg7RUmcZ_hyYWI9ZehRIg0YI5b7WEiU .

Another individual follow-up committee for the doctoral student could be appointed, if a dysfunction is identified in the initial individual monitoring committee.

3.3.2 Mini-defense

A “mini-defense” is organized before each re-registration during the duration of the thesis. The provision of the report of the monitoring committee is a prerequisite for registration for the following year.

The mini-defense is organized under the responsibility and the initiative of the thesis supervisor. The procedure is as follows:

- Two weeks before the mini-defense, the doctoral student submits a manuscript (10 pages maximum except the references) introducing the subject, the work carried out, results obtained and prospects for advancement up to the defense, in addition to a list of all communications and publications and a resume
- Two weeks before the mini-defense, the doctoral student submits their professional project with completed and planned training courses, in addition to the committee report complete with data
- Presentation (between 20-25 mins, followed by Q & A) in front of the two external members of the monitoring committee, one of whom is appointed president, followed separately by an interview between these members and the thesis supervisor alone and an interview between these members and the doctoral student alone
- Submission to the head of the scientific field of a consensual report by the two external members of the monitoring committee, signed by the president. This will then be sent by the doctoral school to the doctoral student and thesis supervisor who may add his/her comments

3.4 Training courses

In addition to training through research, which the student acquires personally via their work in the research unit, the doctoral training program also includes participation in group training in order to:

- Consolidate the students’ scientific culture, particularly in their scientific field
- Prepare their professional integration or the development of their career in the public or private sector
- Foster their international opening

There are three forms of training: scientific, linguistic and transversal, the latter includes ethics and scientific integrity, which forms part of the mandatory training for all doctoral students, pursuant to the Decree of May 25, 2016 (modified by the Decree of August 26, 2022) on doctoral training

During the thesis period, each doctoral student must attend at least 100 hours of training. Furthermore, an English test must be provided or taken upon admission to the doctorate (see 2.3.2) and doctoral students who do not have the required minimum level must attend English classes until this level is reached (20 hours maximum).

The minimal 100 hours are allocated as follows:

- 40 to 60 hours of scientific training, including 20 hours’ opening (on a subject unrelated to the thesis)
- 40 to 60 hours of transversal training, including, among others, ethics and scientific integrity
- 0 to 20 hours of language training

These training courses must help the student to become more effective in their doctoral project, on the one hand, and contribute to the preparation of their future career on the other. The choice of training must be related to these two aims and advice may be sought from the thesis supervisor.

The mandatory 100 hours of training may be reduced in the following cases:

- **International Co-supervision**: the obligation will be reduced in proportion to the time spent in France or according to the information provided in the international joint supervision agreement
- **Thesis under a CIFRE agreement (funding in association with a company) or which is carried out to a significant degree within a company**: transversal training is not required but 60 hours are to be completed either entirely in scientific training, or 40 hours (minimum) in scientific and 20 hours (maximum) in language training. The training on ethics and scientific integrity is compulsory.
- **Associative involvement**: proven involvement in doctors' associations or other public interest groups will be taken into account by means of a reduction of 5 hours in the minimum required for transversal training, per year of involvement
- **Complementary activities of teaching, mediation, expert mission**: a reduction of 10 hours per block of 64 hours of complementary activities (or on a pro rata basis), limited to 30 hours over the duration of the thesis for cross-disciplinary training
- **HEC doctoral students** who provide a certificate upon first registration in the doctoral school describing the training courses followed during the course phase, thus validating the requirement of collective training no longer have the obligation of additional training within the doctoral school. However, validation of training on ethics and scientific integrity remains mandatory.

Transversal and language training will be described and announced in the form of a catalog on ADUM. Registration will also be carried out via ADUM. For off-catalogue training and in particular scientific training (Master IP Paris course, Master HEC course, thematic schools, Master's modules, cycle of conferences or seminars, etc.), validation is not automatic but may be obtained by prior request to the head of scientific field. The consideration will be made subject to the provision of a certificate of attendance, to be submitted by the doctoral student on ADUM.

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 in the principles and requirements of research ethics and scientific integrity. They undertake to respect them throughout the duration of their doctorate. The Institut Polytechnique de Paris, the directors of doctoral schools, thesis directors, directors of research units and all persons supervising or participating in the work of a doctoral student undertake to promote and support this commitment.

3.5 Doctoral School events

Welcome day

A welcome day will be organized by the doctoral school every year, to enable new arrivals to discover the doctoral school and its environment and to provide an opportunity for relevant scientific events. The format of the day is to be decided annually by the executive committee and may call on contributions from laboratories, researchers or doctoral students of IP Paris and HEC Paris.

New doctoral students are required to attend this welcome day.

PhD graduation ceremony

A PhD graduation ceremony is organized annually by the doctoral school.

Other events

Several other events will be organized, in particular: a series of lectures presented by internationally renowned figures, the thesis award per field and the prize for the best scientific production.

3.6 Co-supervision

In order to consolidate the international aspect of the doctoral school, to promote student mobility and develop scientific cooperation with foreign research teams, the doctoral school encourages the implementation of theses under co-supervision with foreign higher education establishments.

Applicants for a thesis under co-supervision must enroll jointly in the doctoral school and the foreign higher education establishment with which the co-supervision agreement has been signed, in accordance with the rules laid down in the Decree of May 25, 2016 (modified by the Decree of August 26, 2022) on doctoral training (a single enrollment fee).

Research work must be carried out under the supervision and responsibility of the doctoral school thesis supervisor and the thesis supervisor of the foreign establishment. Co-supervision is executed in the framework of an agreement binding both establishments and implicating a principle of reciprocity. It must be set up during the 2nd year of the doctorate at the latest. The thesis is completed by a single thesis defense in one of the co-supervision establishments.

Upon enrollment in the doctoral school, information relative to the preparation of a co-supervision agreement must be transmitted to the international relations department in charge of co-supervision and the doctoral school.

3.7 Gap period

Pursuant to the Decree of May 25, 2016 (modified by the Decree of August 26, 2022) on doctoral training, a gap year is possible.

The gap period is granted once only, for a minimum duration of 6 months and a maximum of 12 months and must coincide with an academic semester. It must be used for the purposes of a training course, professional experience, civic service or a business creation project. During the gap period, the doctoral research work is suspended. The granting of a gap period takes the form of a signed agreement between the doctoral student and their establishment (IP Paris or HEC Paris). During the gap period, the link with the doctoral school and the status of doctoral student is maintained. With regard to the employment situation, the hiring organization (IP Paris or its associated schools, HEC Paris or the employer organization) ensures the terms for the suspension or continuation of funding.

4 Thesis defence

4.1 Criteria to verify

The organization of the thesis defense supposes that the following criteria have been verified, under the responsibility of the thesis supervisor:

- The attainment of adequate original results in relation to the state of the art at the start of the thesis
- The presence of sufficient scientific production in relation to the practices of the field in particular and in any field; at least one acknowledged quality publication in a journal (published, accepted or under review) or the proceedings of an international conference (published or accepted) is essential
- The thesis manuscript including adequate scientific matter, presented in a sufficiently convincing manner as to obtain a favorable opinion from the reviewers, and for which the quality of the presentation is acceptable in relation to the practices of the scientific community

Thesis supervisors and all persons supervising or participating in the work of a doctoral student undertake to promote and support doctoral students in compliance with the requirements of scientific integrity and research ethics. .

4.2 Language of the thesis

French is the language generally used for the drafting of the manuscript and for the defence. Nevertheless, in view of the nationality of the reviewers, the composition of the jury and the nationality or professional project of the doctoral student, English is also accepted for the manuscript and defense. No other language is authorized except in exceptional cases of proven necessity, validated by the management of the doctoral school 6 months before the defence and subject to the provision of a 20-page summary in French or English. In all cases, if the written language is not French, a substantial summary in French must be provided (at least 4000 characters, 20 pages maximum).

4.3 Preparation of the defence

The preparation of the defense is a joint action carried out between the doctoral student, the thesis supervisor and the doctoral school. It must be initiated well in advance of the defense, taking the incompressible nature of the deadlines into account. The following is required in particular:

- The names of the reviewers at least 3 months before the defense, accompanied where possible by the composition of the complete jury
- The complete jury at least 2 months before the defense

In addition, the first legal electronic submission of the thesis must be done one month before the defense.

4.4 Composition of the jury

Each thesis must be evaluated by 2 reviewers (at least). The 2 rapporteurs must be authorized to direct research (HDR), or Professors or assimilated, external to the doctoral project, to IP Paris and HEC Paris, having no publication with the doctoral student, and with the supervisors in the past 3 years. To avoid situations of conflict of interest, the members of the juries and the rapporteurs responsible for evaluating the thesis are invited to declare their possible conflict of interest. The declaration of the conflict of interest is a declaration on honor.

In accordance with the decree of June 15, 1992, permanent staff belonging to the bodies listed below are assimilated to university professors and have, as such, if they do not have the HDR, an equivalence to the HDR.

- Research directors [...] of public scientific and technological establishments (i.e.: CNRS, INRAE, IFSTTAR, INED, INRIA, INSERM and IRD).
- Professors and laboratory assistant directors of the Collège de France;
- Professors from the National Museum of Natural History;
- CNAM professors and laboratory assistant directors;
- The study directors of the School of Advanced Studies in Social Sciences;
- The study directors of the Ecole Pratique des Hautes Etudes, the National School of Charters and the French School of the Far East;
- Professors from the National Institute of Oriental Languages and Civilizations;
- Deputy directors of higher normal schools;
- Astronomers and physicists governed by decree no. 86-434 of March 12, 1986 as amended on the statutes of the corps of astronomers and physicists and of the corps of assistant astronomers and assistant physicists;
- Full astronomers and assistant astronomers governed by the decree of July 31, 1936 relating to the status of astronomical observatories;
- Full physicists and assistant physicists governed by the decree of September 25, 1936 relating to the status of institutes and observatories of earth physics

Are considered as being assimilated to university professors, and a fortiori, benefiting from an equivalence to the HDR, the persons bearing the following titles, taken from the equivalence grid provided on Galaxieⁱ, which makes it possible to compare the titles, works and functions exercised in a higher education establishment from a country other than France by candidates for recruitment competitions for professors-researchers.

Researchers who cannot be assimilated to university professors according to the equivalence grid provided on Galaxie, and who work in a country where there is no equivalent diploma to HDR, can be considered, for the composition of a thesis jury, as having the equivalence of an authorization to supervise research, provided that they have been thesis director of at least three doctoral students who defended their thesis.

The jury is composed of:

- 4 to 8 members, including the thesis supervisor, at least half of which are Professors or assimilated and at least half of which are external to the doctoral project, at the doctoral school, IP Paris and HEC Paris. It is customary for the reviewers to be members of the jury, but this is not an obligation.

The jury must not include more than two (2) members involved in the management of the thesis, one if the jury does not exceed 5 members.

In accordance with decree n°84-431 of June 6, 1984 modified by decree n°2009-460 of April 23, 2009 - art. 58, a professor emeritus can participate in a thesis jury provided that he has been emeritus for less than three years, that he/she still directs or co-directs theses at the time of the defense and that he/she is the only professor emeritus of the jury. Under these conditions, a professor emeritus can also be a rapporteur. A professor emeritus cannot be the president of the Jury.

Parity must be taken into account in the composition of the jury in proportionate relation to the scientific field in question. Furthermore, the president, who is appointed by consultation of the jury, must be a professor or assimilated. The jury's proposal must provide at least one nomination for the role of president.

The jury may be completed by guests, who are not jury members.

The composition of the jury is validated by the president of IP Paris, after consulting the director of the doctoral school, following its examination by the domain manager, who may request modifications.

The composition of the jury is listed on both the doctoral degree and on the cover page of the thesis.

4.5 Organization of the defense and graduation

The defense is authorized by the president of IP Paris after consulting the director of the doctoral school following examination by the head of the scientific field of the reports provided by the reviewers. In the event of significant dissatisfaction with the substance or the form of the manuscript, the doctoral student may be requested to postpone the defense and to revise the manuscript. In this case, the reviewers will be called on a second time to provide their opinion on the new version.

Except for duly justified exceptions subject to the consent of the doctoral school (in particular for reasons of confidentiality), the defense is public. It is announced at least one week in advance, with details of the venue, time, title and summary of the thesis and the composition of the jury.

Prior to the defense, the jury must appoint a president. The latter must not be the thesis supervisor, but must be a professor.

In accordance with article 19 of the decree of May 25, 2016 (modified by the decree of August 26, 2022), the thesis defense can be carried out by any means of telecommunication allowing the identification of the members of the jury and the doctoral student, and their effective participation.

The authorization to support remotely is given for the doctoral student by the president of the establishment, after agreement of the thesis director.

The technical means implemented endeavor to ensure the publicity of the debates. The confidentiality of the deliberations of the jury must be guaranteed.

The defense of the thesis by the doctoral student cannot exceed 1 hour, during which time he/she presents his/her work. It is followed by a question-and-answer session with the jury and members of the public, moderated by the president.

The deliberation involves all the members of the jury. The guests can be present but they do not have a deliberative voice, as well as the thesis director.

Following the deliberation, the admission or deferment to the title of doctor is pronounced. If the jury has requested the introduction of corrections in the thesis, the doctoral student has a period of three months to submit the corrected thesis in electronic form.

The minutes are signed by the president, the defense report is signed by the entire jury.

At the end of the defense and in the event of admission, the doctor takes an oath, individually by committing to respect the principles and requirements of scientific integrity in the rest of his/her professional career, whatever the sector, or field of activity.

The doctor's oath of scientific integrity is as follows:

« 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 rigor, 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. »

A certificate of diploma and the diploma itself can only be issued after the finalization of the second legal electronic deposit of the thesis.

5 Career development of doctors

On appointment of the reviewers, doctoral students are requested to enter information in the data system on publications resulting from their work, their immediate professional prospects and an electronic address in regular use. Doctors must remain in contact with the doctoral school for a minimal duration of five (5) years and must update the address at which they can be contacted, thus enabling the monitoring of doctors' career development. Doctoral students undertake to respond to follow-up surveys carried out by the doctoral school subsequent to their graduation, reception teams undertake to foster contacts with their former students. The doctoral school publishes its statistical data on the career development of doctoral students on its website, in particular to help students prepare their professional career.

6 Derogations and special cases

A certain number of derogations may be granted.

For doctoral students:

- A derogation from the master's degree requirement may be granted for the first enrollment
- Derogations from the training course requirements may be granted by the scientific field head, pursuant to the rules specified in paragraph 3.4
- Derogations relative to the duration of the thesis will be examined by the scientific field head and may be granted according to the progress status of the thesis and terms of funding (see 2.3.4 and 3.2)

For supervisors:

- The derogation from HDR must be requested prior to the application of the doctoral student. It will be granted by the Academic Board of IP Paris only after a favorable opinion from executive committee of the doctoral school, based on an application presenting the research and doctoral management experience and undertaking to defend the HDR before completion of the thesis
- Derogation from the number of doctoral students under supervision (paragraph 2.2) is granted by the executive committee, taking into account the specific case of the supervisor in view of justified and recognized research needs, in addition to their supervision history and the career development of former doctoral students

7 Mediation and dispute settlement

The execution of a thesis over several years may give rise to disputes involving the doctoral student, management (thesis supervisor and/or co-supervisors), the team (student's immediate environment), the laboratory (in particular the managing structure) or other departments within the establishment. Early detection of disputes is one of the factors determining a favorable settlement, which must in all cases call on levels of intervention that may vary or accumulate according to each specific case.

Besides the doctoral student, the first level of notification of a dispute is the thesis supervisor, when the latter is not in a situation of conflict with the student.

Notification may also be made on the level of the laboratory, via its own structures (including the director of the laboratory) or its own settlement procedures.

Concerning the thesis, the DS is the body automatically responsible for finding means to settle the dispute. This may be carried out, according to the case and in upholding neutrality vis-à-vis the parties in the identification of the causes of the dispute and possible faults, through contact with the authorized stakeholders of the DS, in particular:

- The members of the individual monitoring committee (particularly during the mini-defense, see 3.3.2), specifically the head of the scientific field, who may be called upon at any time and by any thesis participant
- The director of the doctoral school, who may be called upon at any time and by any thesis participant

The diversity of these interlocutors aims to avoid a feeling of partiality by the person who seizes one of them to make known the existence of a conflict.

When the doctoral school is seized of a conflict, the resolution will be sought first and foremost by the head of the scientific field (unless there is a conflict with him/her), who may call on the other actors possibly concerned or even members of the domain committee. When these steps are unsuccessful, the conflict may be escalated to the director of the doctoral school, on the basis of the elements known and instructed by the head of the scientific field. This will make known all the elements to the executive committee, which will provide a response that may be in the form of a decision. In critical cases it may be:

- The organization of a conciliation commission whose composition is designated by the director of the doctoral school. It will be composed in such a way as to be equally attentive to the points of view of each of the parties involved. It will mainly be made up of actors in the doctoral project (doctoral student, thesis director, laboratory director), actors from the doctoral school (director of the ED, domain manager), the monitoring committee, representatives of the doctoral students, staff representatives, and any other person who can shed light on the situation or be considered useful in the process.

- A decision to stop the thesis, if the finding is made of the impossibility of carrying it out according to the initial doctoral project, in particular in the event of proven insufficiency of the doctoral student
- A change of thesis supervisor, without the necessary guarantee that another supervisor can be found

The parties involved in the thesis will be notified of this decision (establishment, laboratory, etc.).

Finally, the decision of the doctoral school can be appealed to the president of IP Paris or HEC Paris, who can take all the opinions and possibly appoint an external mediation body to resolve the conflict. Its final decision is sovereign and can only be contested by way of justice.

8 Fight against discrimination, harassment and sexist and sexual violence

The Institut Polytechnique de Paris and HEC Paris have implemented an action plan for gender equality and prevention against discrimination, harassment and sexist and sexual violence.

In order to free speech and support victims, the following have been put in place:

- awareness-raising actions for each student,
- a reporting platform available 24 hours a day, 7 days a week allowing the listening unit to handle all reports, including sexual and gender-based violence, harassment (moral or sexual) and all forms of discrimination ,
- a listening unit for all forms of sexist and sexual violence

The report can be made through the laboratory, the referents within the member schools, or the management of the doctoral school.

If in doubt about who to contact, do not hesitate to write to cell.ecoute@ip-paris.fr or to the student life manager vie-etudiante@ip-paris.fr for IP Paris doctoral students and studentservices@hec.fr for HEC Paris doctoral students.

The Institut Polytechnique de Paris and HEC Paris are diverse and open institutes, which must be uncompromising in respecting the values of inclusion of all sensitivities, respect for people and human dignity.

9. Ethics and Scientific Integrity

Scientific integrity is defined as "the set of rules and values that must govern research activity to guarantee its honest and scientifically rigorous character".

Breaches of scientific integrity can take different forms, including:

- plagiarism of the work of a third party;
- the use of data without the authorization of an author or without reference to it;
- data falsification;
- the results factory;
- Concealment of conflicts of interest.

Whatever the research project or the discipline, breaches of scientific integrity by the doctoral student may have serious consequences on the smooth running of his thesis and may, for example, result in disciplinary and academic sanction. In the event of a proven breach, and after instruction, the decision on the action to be taken will be the responsibility of the President of IP Paris, in accordance with the texts in force.

10. Entry into effect of the rules of procedure and duration of validity

The rules of procedure are applicable for the duration of the 2022-2025 term of office.

The rules of procedure are subject to the approval of the board of directors of IP Paris and enter into force immediately accompanied by the deliberation of the board of directors of the vote of the rules of procedure or of resolutions of revisions of these rules of procedure.

The rules of procedure in force are published on the website of the doctoral school.

The rules of procedure can be revised at each council of the doctoral school, the new version, having to be submitted to the approval of the board of directors.

These rules of procedure were voted by the Board of Directors of IP Paris on December 15, 2022.

ⁱ https://www.galaxie.enseignementsup-recherche.gouv.fr/ensup/pdf/EC_pays_etrangers/Tableau_comparaison_au_26_septembre_2012.pdf