

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 (DS) 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 DS.

1 Governance of the DS

1.1 Management team

1.1.1 The director

Pursuant to Article 6 of the Decree of May 25, 2016 relative to doctoral training, the director of the DS 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.

1.1.2 The heads of scientific fields

The heads of the fields of the DS are appointed by mutual agreement of the directors of the accredited establishments, further to consultation with the DS board. They are appointed for the duration of the accreditation. Their term is renewable once. They must hold an HDR [accreditation to supervise research].

1.1.3 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 DS board, in the preparation of DS 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.

1.2 DS board

1.2.1 Composition

The composition of the board is defined in Article 9 of the Decree of May 25, 2016.

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 DS,
- 4 doctoral students belonging to the DS, 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 and socio-economic sectors on the other.



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Elections are organized at both the beginning of each term of office to elect the doctoral students on the board and at mid-term of office to take the limited duration of theses into account. Substitutions made necessary between two elections are dealt with by co-optation or via appointment by the director of the DS. They are validated by the board (in the absence of the new members).

The members of the board other than doctoral students are appointed in accordance with terms defined by IP Paris and HEC Paris.

The DS board meets at least twice a year. Decisions are made by consensus. For particularly important decisions, or at the request of one of its members, a secret ballot is held. The decision is reached through a majority vote.

Absent members may vote by proxy, which must be submitted to the DS management at least 48 hours before the board meeting.

1.2.2 Tasks

The tasks of the DS board are defined in the Decree of May 25, 2016.

The board defines the scientific and educational policy orientations of the DS. 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 DS executive committee and the decisions which may be delegated to the latter.

It approves the Rules of Procedure of the DS.

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

1.3 Educational structure

The DS is organized in six scientific fields:

- Physics
- Biology & Chemistry
- Mechanical & Energy Engineering
- IT, Data & Artificial Intelligence
- Information, Communication & Electronics
- Economy, Management and Social Science

Each scientific field is managed by at least two heads. The director and heads of the scientific fields form the executive committee of the DS.

The field heads may draw on the support of a committee in the framework of educational or scientific actions. These committees are called on in particular for the granting of doctoral allocations or applicant selection and may also be called on in the framework of monitoring committees (see 3.3). They may also intervene to assist field heads in the handling of disputes.

Furthermore, the executive committee conducts various actions relative to doctoral training:

- Steering of career-oriented transversal training programs, as described in 3.4
- International relations, in particular in the framework of the establishment of co-supervision agreements
- Internal communication at IP Paris and HEC Paris in addition to external communication



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- Relations with national doctorate bodies, in particular the Ministry for Higher Education, Research & Innovation; media and legal monitoring of doctorate-related issues
- Relations with businesses and more generally the socio-economic sector, notably in the framework of the doctorate in business or the employability of doctors
- Mediation of disputes brought to its attention

In this case, the executive committee may call on its members, members of the DS (in particular field committees or other researchers and teacher-researchers) or request support from the services of IP Paris.

It organizes consultation with laboratories and departments periodically in order to ensure the satisfaction of parties vis-à-vis the execution of the doctoral training of IP Paris and HEC Paris.

In addition, it regularly devotes a part of its meetings to doctoral students, who are invited specifically to share their comments and suggestions.

1.4 – Administrative structure

DS management and the field heads are assisted by an administrative structure, which participates in the execution of the actions described in 1.3, or the following actions:

- All actions relative to doctoral tuition
- Hosting of doctoral students, relations with doctoral student associations
- Management of IT support tools for doctoral training
- Budget management
- Data management and the carrying out of surveys
- Administrative interface for the various departments concerned in IP Paris and HEC Paris
- Logistic support for actions related to the doctorate
- Management of archives and legal documents

2 Principles, criteria and terms of admission for doctoral students

Pursuant to Article 3 of the Decree of May 25, 2016 relative to doctoral training, the DS 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 DS of IP Paris are specified hereafter.

2.1 General principles

The DS 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 DS 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



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- Possible earmarking in the framework of the DS policy and that of IP Paris or HEC Paris

2.2 Admission criteria

In the selection of doctoral students, the DS 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 DS board. The result of the implementation of this selection policy for doctoral students is presented annually to the board.

A thesis supervisor may manage or co-manage a maximum of 6 doctoral students, for an accumulated management rate not exceeding 300%.

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 DS, may propose a thesis subject, seek and obtain funding and seek and find a candidate. Thesis projects may be published on the DS 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 DS. 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 DS, 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 DS 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



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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). Should this not be the case, they may be allowed to enroll but must reach this level during the 1st year of their thesis.

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

- The field of the DS and the doctorate specialty
- The positioning of the subject relative 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 field head 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 field head and the director of the DS 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 DS 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 DS board. The board validates or modifies the proposal, possibly taking into account criteria related to the policy of IP Paris, HEC Paris, the DS 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 DS.

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 DS 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.

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. In this case, the nominal duration of the thesis may be extended to 4 years (48 months). Validation by the director of the DS 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 DS. 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 DS.

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 (in the case of a nominal duration of 36 months or a fifth enrollment for a nominal duration of 48 months):

- The doctoral student contacts the field head 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

There is no charge for re-enrollment in 4th year if the examination takes place before 31 December.

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 on doctoral training.

The monitoring committee is composed of:

- The field head to which the thesis project has been assigned, who is the leader of the monitoring committee
- Two members outside of the doctoral student's team and the management team, qualified and experienced researchers or teacher-researchers in the field of the thesis, including at least one member with an HDR. One of these members is put forward by the thesis supervisor, the other by the doctoral student and both members are validated by the field head

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

- Upon the second and third enrollment in the thesis, based on the progress report of the thesis written by the doctoral student and accompanied by the thesis supervisor's opinion relative to the advancement of the thesis; the 'doctoral student's annual personal report' and the examination of the doctoral student's professional project accompanied by the status of completed and planned training (portfolio)
- In the framework of a 'mini-defense' organized in the 2nd year of the thesis (see III.3.2)
- Further to any initiative on the part of the doctoral student, the thesis supervisor or field head, to determine the progress of the thesis and to plan possible corrective actions, via contact with the leader

3.3.2 Mini-defense

A 'mini-defense' is held halfway through the thesis (i.e. at 18 months after enrollment for a nominal duration of 36 months). Any overrun of +/-3 months must be justified to the field head. The submission of the monitoring committee's report is prerequisite to enrollment in the 2nd year if the first enrollment took place before the March 1 of the calendar year Y-1 (nominal duration of 36 months) and in all cases upon enrollment in 3rd year if this report was not submitted for enrollment in 2nd 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 (15 pages maximum) 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 (at least 20 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 field head of a consensual report by the two external members of the monitoring committee, signed by the president. This will then be sent by the DS 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



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- 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 research integrity, which forms part of the mandatory training for all doctoral students, pursuant to the Decree of May 25, 2016 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:

- Co-supervision: the obligation is reduced by half but the student must carry out the remaining half in their host foreign university where possible
- 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
- 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
- Mentoring: a reduction of 10 hours per block of 64 hours' teaching (or pro rata), limited to a total of 30 hours in all.

Transversal and language training will be advertised and outlined in the form of a catalog on ADUM. Enrollment must also be carried out via ADUM. For off-catalog training courses and in particular scientific training (specialized schools, master modules, lecture or conference cycles, etc.), validation is not automatic but may be obtained on prior request from the field head. The taking into account of such training is subject to the provision of an attendance certificate, to be downloaded by the doctoral student from ADUM.

3.5 DS events

Open day

An open day will be organized by the DS every year, to enable new arrivals to discover the DS 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.



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New doctoral students are required to attend this open day.

PhD graduation ceremony

A PhD graduation ceremony is organized annually by the DS.

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 DS, to promote student mobility and develop scientific cooperation with foreign research teams, the DS 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 DS 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 on doctoral training (a single enrollment fee).

Research work must be carried out under the supervision and responsibility of the DS 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 DS, 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 DS.

3.7 Gap period

Pursuant to the Decree of May 25, 2016 on doctoral training, a gap year is possible under the terms set out in Decree n° 2018-372 of May 18, 2018 and Circular n°2019-030 of April 10, 2019.

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 DS 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 defense

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



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(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

4.2 Language of the thesis

French is the language generally used for the drafting of the manuscript and for the defense. 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 DS 6 months before the defense 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 defense

The preparation of the defense is a joint action carried out between the doctoral student, the thesis supervisor and the DS. 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

The jury is composed of:

- 2 reviewers (minimum) accredited to supervise research (HDR), professors or assimilated, who are external to the doctoral project, at IP Paris and HEC Paris, and who have not published with the doctoral student and the supervisors for at least 3 years
- 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 DS, 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.

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 DS, further to its examination by the field head, who may request modifications.



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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 DS following examination by the field head 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 DS (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.

During the defense, a part of the jury members (except for the president) may be authorized to participate remotely, subject to the use of audio or video conference tools ensuring their active participation at all times during the defense and the deliberation.

The thesis defense by the doctoral student must not exceed 1 hour, during which they present their work and followed by a Q&A session with the jury, led by the president.

All members of the jury are involved in the deliberation. Guests may be present but are not entitled to vote, likewise for the thesis supervisor.

Following the deliberation, the admission or adjournment of the title of doctor is pronounced. If the jury requests that corrections be added to the thesis, the student has three months to submit their corrected thesis in electronic format.

The transcript is signed by the president, the defense report is signed by all the members of the jury.

A certificate attesting to the diploma and the actual diploma will not be issued until the finalization of the second electronic legal deposit.

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 DS 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 DS subsequent to their graduation, reception teams undertake to foster contacts with their former students. The DS 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 the DS executive committee, based on a file 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 monitoring committee (particularly during the mini-defense, see 3.3.2), specifically the field head, who may be called upon at any time and by any thesis participant
- The 'referring mediator' of the Institut Polytechnique de Paris or HEC Paris for the doctorate, who may be called upon at any time and by any thesis participant
- The director of the DS, who may be called upon at any time and by any thesis participant

The diversity of these intermediaries is designed to avoid the sentiment of partiality for the party who has notified one of the above-mentioned of the existence of a dispute.

When the DS is called on to intervene in a dispute, a settlement must be sought in first place by the field head (except in the event of dispute with the latter), who may call on other participants concerned or on members of the field committee. When this does not result in a settlement, the dispute may be brought before the director of the DS, based on the elements which are known to and have been examined by the field head. The director will transmit all such elements to the executive committee, which will provide a response, possibly in the form of a decision. In critical cases, this may entail:



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- A decision to terminate the thesis, if the impossibility to complete the initial form of the doctoral project is acknowledged, notably in the event of proven inadequacy on the part of the doctoral student
- A change of thesis supervisor, without guaranteeing another supervisor may be found

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

Lastly, the DS decision may be subject to recourse to the president of IP Paris or HEC Paris, who will examine all opinions and possibly appoint an external mediating body to settle the dispute. Its decision is final and sovereign and may only be contested through legal proceedings.

8 Ethics and Scientific Integrity

Scientific integrity is defined as "the set of rules and values that must govern the activity to ensure that it is honest and scientifically rigorous ". The lack of scientific integrity can be broken down into different forms, including:

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

Regardless of the research project or discipline, the lack of scientific integrity by the doctoral student may have serious consequences for the smooth running of his/her thesis which could for example result in a disciplinary and academic sanction. In case of proven failure, and after instruction, the decision to follow up will belong to the President of IP Paris, in accordance with the texts in force.

9 Entry into effect of the rules of procedure and duration of validity

The rules of procedure are applicable for the duration of the 2019-2024 term of office.

The rules of procedure are voted by the DS board and enter into immediate effect accompanied by the minutes of the DS board meeting to vote said rules, or the resolutions to revise these rules of procedure.

The rules of procedure in effect are published on the DS website.

The rules of procedure may be revised at each DS board meeting. The renewed version, accompanied by the minutes must be transmitted to IP Paris for recording and entry into effect.

The present rules of procedure were voted by the DS board of IP Paris on (date XXX).