



**UNIVERSITÉ DE  
MONTPELLIER**



HR EXCELLENCE IN RESEARCH

# **RESEARCH AND DOCTORAL STUDIES DEPARTMENT**

**REGISTRATION GUIDE  
Doctoral degree  
UNIVERSITY OF MONTPELLIER**

Version of 2024/07/04

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# CONTACTS

## Doctoral Schools:

⇒ <http://www.umontpellier.fr/recherche/ecoles-doctorales/ecoles-doctorales/>

- Law and Political Science (DSP) – ED 461
- Economics and Management (EDEG) – ED 231
- Biodiversity, Agriculture, Food, Environment, Earth, Water (GAIA) – ED 584
- Structures and Systems Information (I2S) – ED 166
- Language, Literature, Cultures and Civilizations (LLCC) – ED 58
- Balard Chemistry Sciences (SCB) – ED 459
- Chemistry and Biology Science for Health (CBS2) – ED 168
- Sciences of Human Movement (SMH) – ED 463
- Territory, Time, Society and Development (TTSD) – ED 60

## Research Units grouped according to the following research fields:

⇒ <http://www.umontpellier.fr/recherche/unites-de-recherche/>

- Biology, agrosciences
- Biology, ecology, evolution, environmental, earth and water sciences
- Biology health
- Chemistry
- Law and political science
- Economics
- Educational science
- Management
- Mathematics, informatics, physics and systems

### **Research and Doctoral Studies Department** (DRED ; Direction de la Recherche et des Études Doctorales)

Doctoral Studies Office (SED : Service des Études Doctorales) / CC404

Campus Triolet - building 7 – 1<sup>st</sup> floor

Place Eugène Bataillon

34 090 Montpellier

☎ 04 67 14 40 23 / 94 35 / 49 60 / 94 40

@ dred-inscriptions-doctorat@umontpellier.fr

#### **Opening times:**

Monday / Tuesday / Wednesday / Friday: from 8.30 am to 12 am and from 1.30 pm to 4.30 pm

Thursday: from 8.30 am to 12 am

⇒ <http://www.umontpellier.fr/recherche/ecoles-doctorales/inscription-en-doctorat/>

### **Continuing Education Office** (SFC: Service de Formation Continue)

⇒ <http://www.sfc.edu.umontpellier.fr>

#### **Espace Richter**

Building E – CS 29555

Rue Vendémiaire

34961 Montpellier Cedex 2

#### **Campus IUT Montpellier**

Building A – 1<sup>st</sup> floor

99 avenue d'Occitanie

34096 Montpellier Cedex 5

☎ 04 34 43 21 21

@ sfc@umontpellier.fr

### **Human Resources Department** (DRH: Direction Ressources Humaines)

5 Bd Henri IV – CS1944

34967 Montpellier cedex 2

☎ : 04 34 43 33 00

@: drh-contractuels-rech-ens@umontpellier.fr

**ADUM** (single and shared doctorate portal): web portal of information, service, and communication for PhD Students and Doctors.

Your personal space is the unique interface dedicated to your entire environment concerning the doctorate. It is activated and updated by yourself during your application for the first PhD registration. You can complete and update all the information required for the management of your doctorate and the valorisation of your skills at any moment. It is the collaboration tool that allows the Doctoral School and the University Offices to manage the ongoing and defended thesis. It is also the unique space dedicated to all your procedures for the first and annual registrations and thesis defence. For business companies, it also works as a recruitment «pool» because the PhD Students' profiles are certified by the institutions.

It allows you:

- to update regularly your profile during and after the doctorate
- to have access to the services of the ADUM network: job offers, doctorate news, network of PhD Students and Doctors, thesis defence announcements, training offers and more
- to be included in the directories
- to promote your profile and skills online
- to register for training courses
- to ensure the online diffusion of your thesis on the dedicated platforms

⇒ <http://www.adum.fr>

# INFORMATIONS

A doctorate is training in research and through research and is prepared within a Doctoral School. The PhD Student's research work is performed under the supervision of a thesis Supervisor within a Research Unit. The preparation of a doctorate is done according to the amended decree of May 25<sup>th</sup> 2016.

To register for a doctorate, candidates must have a master diploma or another diploma giving the grade of master at the end of a training path that will establish their aptitude to research. The PhD registration is authorized by the President of the University of Montpellier on proposition by the Doctoral School Director after suggestion by the thesis Supervisor and the Research Unit Director.

If the academic requirement is not met, the President of the University of Montpellier can, by way of derogation and upon proposition by the Doctoral School Board, authorize the PhD registration of candidates who have completed an equivalent level of education or who benefit from the accreditation of prior experiential learning.

A doctorate is prepared generally in three years of full time equivalent devoted to research. In the other cases, the doctorate preparation duration may be at most of six years.

The Doctoral School Director verifies that the scientific, material and financial conditions are ensured to guarantee the smooth progress of the PhD Student's research work and thesis preparation. The candidates' admission modalities are defined by the Doctoral Schools.

## Initial education / Continuing education

A doctoral degree can be obtained in the framework of initial education or continuing education. The registration scheme is defined during the 1<sup>st</sup> year of registration and cannot change during the course.

### **Initial education** concerns:

- People that do their studies without interruption
- People who interrupted their studies for less than two academic years during their education
- People benefiting from funding managed by Campus France
- People holding a student residence permit.

The administrative registration is done by the Doctoral Studies Office of Research and Doctoral Studies Department.

### **Continuing education** concerns:

- People who interrupted their studies for more than two academic years during their education
- Jobseekers registered at a job center (Pôle Emploi) and who receive unemployment benefits
- RSA (Revenu de Solidarité Active = earned income supplement) recipients.

The administrative registration is done by the Continuing Education Office.

For all information concerning continuing education, you must contact the Continuing Education Office of the University of Montpellier.

## Registration fees

Annual fees are set by ministerial decree. They are indexed each year in line with the national consumer price index excluding tobacco.

Related information is available on the University of Montpellier website via the following link:

<https://www.umontpellier.fr/recherche/ecoles-doctorales/inscription-en-doctorat>.

Payment methods accepted:

- Credit card (Visa and MasterCard)
- Check in euros made payable to the order of "Agent Comptable de l'Université de Montpellier"
- Wire transfer \*

Payment methods not accepted:

- Purchase order
- Cash payment.

*\*The amount of the bank transfer must include the registration fees and any fees charged by the bank (variable fees that are the PhD Student's responsibility).*

*If the amount is incorrect, the Registration cannot be completed.*

*The procedure to follow will be sent by e-mail by the Doctoral Studies Department (dred-inscriptions-doctorat@umontpellier.fr).*

***The administrative registration will be finalised after all registration fees are received and verified in the establishment's account.***

***"Contribution Vie Étudiante et de Campus" (CVEC, diverse student services) is a distinct procedure and must be paid separately from the bank transfer (see "Contribution Vie Étudiante et de Campus (CVEC)" below in this guide) on the website <http://cvec.etudiant.gouv.fr>***

## Health insurance coverage

Students who are enrolling in higher education for the first time are automatically covered by the French social security system.

On the other hand, students who are not covered by French health insurance and who are enrolling in higher education in France for the first time must follow certain steps. These students are:

- Residents of overseas territories (New Caledonia or Wallis and Futuna) or those born abroad
- Nationals from a country outside the European Union, Switzerland, or the European Economic Area

After having paid the CVEC fee and completed administrative registration at UM, foreign students have to register on the following dedicated website: <https://etudiant-etranger.ameli.fr/#/>

More information on the website: Assurance Maladie and [etudiant.gouv.fr](http://etudiant.gouv.fr)

## Civil liability

You will be required to provide attestation of Civil liability insurance when you enroll. This insurance represents the personal obligation of each person to compensate for damage caused to third-parties through fault, carelessness, negligence, or by objects owned, rented or borrowed.

You may obtain attestation of Civil liability coverage from your insurance provider. **All students enrolled at UM are required to have insurance while pursuing their studies.**

## What is CVEC?

CVEC is a fee that contributes to student and campus life. By law, this fee must be collected by the CROUS. Depending on the student’s situation, they may be required to pay the fee, or they may be exempt.

Initiated on 1 July 2018, the CVEC fee is a financial contribution *“to promote the welcome and support of social, health, cultural, and sports aspects for students and to strengthen prevention and health education actions carried out for students.”*

## Who is required to pay the CVEC fee?

- PhD student in initial training
- **PhD Student under international joint doctorate** if paying their registration fees at the University of Montpellier (see agreement)

## Mandatory procedure

There are two different cases:

- either the PhD Student must pay the flat-fee before enrolling at the University of Montpellier
- or, the PhD Student is exempt from the CVEC fee payment.

In both cases, a certificate shall be provided and **this certificate must be presented at the time of registration.**

## Who is exempted?

- PhD Students with refugee status
- PhD Students benefiting from international “subsidiary protection”
- PhD students registered as asylum-seekers and authorized to remain in the country
- PhD students with a French government scholarship (BGF) managed by Campus France

## When must CVEC be paid?

The PhD Students must pay the CVEC fee **after receipt the registration authorization email sent by the Doctoral Studies Department.**

**For all CVEC reimbursement requests, please contact the CROUS services.**

## Where must CVEC be paid?

- Step 1: Connect to the website <http://cvec.etudiant.gouv.fr>
- Step 2: Payment (except for exempt PhD students): for payment terms, go to the CROUS website: <http://cvec-info.nuonet.fr/macquitter-de-ma-cvec.html#paye>
- Step 3: Download the attestation, which will be requested for the administrative registration (even for exempt PhD students): **the attestation is mandatory.**

## Who is not required to pay the CVEC fee?

- **PhD Students under international joint doctorate** paying their registration fees at the partner establishment and not at the University of Montpellier (see agreement)
- Incoming PhD Students on an Erasmus mobility program
- PhD Students in continuing training. For any further information, please contact the Continuing Training Department ([sfc@umontpellier.fr](mailto:sfc@umontpellier.fr)).

**No particular procedure is required (no CVEC attestation to provide in these cases)**



## Thesis notification

The aim of the thesis portal, hosted by the Bibliographic Agency for Higher Education (Agence Bibliographique de l'Enseignement Supérieur), is to promote the synergy between the thesis actors in France. By unifying the access to all validated French theses and by proposing various information and services, from the choice of thesis topic to the research work valorisation, it contributes to the valorisation of French research (<http://www.abes.fr/Theses/Les-applications/theses.fr>).

This database is fed by the automatic transfer of all data concerning each thesis notified at the moment of the first/annual registration in ADUM (**surname, name, thesis title, Doctoral School, specialty, Research Unit, Institution of thesis co-supervision if applicable, date of the first registration, key words, summaries**). **If the thesis is confidential, the PhD Student should input only very generic data in ADUM.**

## Intellectual property / Scientific integrity / Confidentiality

The University of Montpellier has adopted a Scientific Integrity Charter. This charter must be implemented by all research personnel, including PhD Students.

PhD Student must respect the current legislation relative to intellectual property to avoid plagiarism. Particularly, the reproduction of part of a publication by third parties must follow the rules and regulations relative to citation. The authors' name as well as the source must be clearly indicated, and all reproduced text must be put in between quotation marks.

To better fight against plagiarism, the University of Montpellier makes available to all thesis Supervisors the anti-plagiarism software «*Compilatio*» accessible on ENT (the University of Montpellier Intranet).

All innovation (new product, novel molecule, new procedure, new software program...) must be declared to the employer, in compliance with the article R611-1 of the French Intellectual Property Code, using the declaration form available on ENT. This procedure is supervised by the Innovation and Partnership Department (Direction de l'Innovation et des Partenariats) of the University of Montpellier.

PhD Student must keep confidential the ongoing work. They must also respect the confidentiality of all information they will acquire in the framework of scientific collaborations in the Institution, of research projects or of the assessment of projects or of not yet published research works.

## Publications

For the University of Montpellier, the signature in publications in which the PhD Student will be author or co-author, must be worded as follows: *[unit acronym or short wording], Univ Montpellier, [main organization(s) of the Research Unit], [employee if is different from the main organization(s)], [city where the unit is housed], France*

This signature address can be on one or more lines; the parent organizations' order of appearance is not important.

The University of Montpellier strongly encourages people to submit their publications using the HAL system (Hyper Articles Online), an open archive designed to increase distribution and exposure for works. For any questions, please contact the university's HAL team by e-mail at this address:

[hal-assistance@umontpellier.fr](mailto:hal-assistance@umontpellier.fr)

## International joint doctorate

A doctorate can be pursued in the framework of an international joint doctorate. This has the objective of promoting scientific cooperation between a French research group and a foreign research group by favouring the PhD Students' mobility.

The PhD Student:

- ⇒ Registers simultaneously in two higher education institutions.
- ⇒ Carries out research work under the supervision of a thesis Supervisor in each of the concerned laboratories.
- ⇒ Lives for alternating periods in the two institutions for the duration of the doctorate, striving to find a mobility balance.

The international joint doctorate allows delivering simultaneously a doctoral degree in France and in the partner country on the basis of a single thesis defence.

This supervision modality relies on an agreement signed between the University of Montpellier and the partner institution in compliance with the current regulations of the two concerned countries and the procedures of the two institutions. This agreement defines the mobility periods, the rules for thesis defence, the payment of tuition fees, the intellectual properties rights... Each agreement will be the object of negotiations and must be validated by the International Relations Department of the University of Montpellier before any signature.

**It must be signed from the first year of doctorate, at latest on the 30 April, to allow the PhD Student's administrative registration.**

For this, the PhD Student must contact the Cooperation Unit of the International Relations Department as quickly as possible ([cooperation@umontpellier.fr](mailto:cooperation@umontpellier.fr)) and register in the same time on ADUM by indicating that it is an international joint doctorate.

## International PhD Students

For any further information about welcoming foreign doctoral students, visit the website of the **Service Accueil International Etudiants et Chercheurs (SAIEC)** :

⇒ <https://www.saiec.fr/>

The Welcome Desk for International Students & Researchers helps you with all the administrative process: help for compiling documents and applying for a residence permit online, online applications for **CAF** and **social security**, assistance in finding accommodation (PHARE).

## Modification in the thesis supervision

The PhD Student:

- ⇒ Updates his file in the ADUM private space.
- ⇒ Asks for the online signature of the doctoral charter to his/her new thesis direction.
- ⇒ Asks his thesis Supervisor to sign the form « *changement de la direction de thèse* » (changing in the thesis supervision).
- ⇒ Sends this form to the Doctoral School.

The Doctoral School studies the application and transmit it to the Doctoral Studies Office.

The PhD Student prepares an amendment to the training agreement that must be signed by the thesis Supervisor(s). The PhD Student uploads the signed amendment on ADUM.

## Stop the doctorate.

The PhD Student should have a discussion with his thesis Supervisor(s) and must verify the modalities for stopping a doctorate that are described in the work contract, the studentship terms and conditions, co-supervision agreement...

After having taken this decision, the PhD Student must fill in the form « *demande d'arrêt du doctorat en préparation* » (request to stop an on-going doctorate) and send it to the Doctoral School.

He will also complete the procedures with the employer or the sponsoring organization. In the case of international joint doctorate do not forget to inform the International Relations Department.

Relations Department.

# FIRST REGISTRATION (1<sup>ST</sup> YEAR)

## RULES AND REGULATIONS

### Registration

#### **Article 11 of the amended decree of May 25<sup>th</sup> 2016:**

«The registration to the first year of a doctorate is granted by the head of the institution upon suggestion by the director of the doctoral school, after favourable opinion by the thesis supervisor and the director of the unit based on the quality of the project and the conditions of its implementation. The registration constitutes admission to the training courses proposed by the doctoral school.

To be registered for a doctorate, candidates must have obtained a national master degree or another diploma that gives the degree of master, at the end of a training path or of a professional experience that establishes their aptitude to research.

If this condition of diploma is not met, the head of the institution may, by dispensation and upon proposition by the doctoral school board, to register for a doctorate a person who pursued studies at an equivalent level or who benefits from the accreditation of prior experiential or professional learning [...]

### Specific points

- If the academic degree requirement is not met, the futures PhD Students submit an application for exceptional registration to the first year of doctorate.
- They must register according to the schedule of the Doctoral School and the University of Montpellier and, if applicable, according to the requirements of the doctoral study sponsor.
- They must also renew the registration each year according to the Doctoral School specific provisions that are listed in the Doctorate Charter.
- **In the framework of an international joint doctorate, future PhD Student should contact the International Relations Department ([cooperation@umontpellier.fr](mailto:cooperation@umontpellier.fr)) and register on ADUM. The administrative registration takes place only after the signature of this agreement.**

### Doctoral thesis supervision

#### **Article 16 of the amended decree of May 25<sup>th</sup> 2016:**

« PhD student is under the responsibility of a thesis supervisor. The scientific supervision of a scientific doctoral project may be ensured conjointly by a co-supervisor. [...]

The functions of thesis supervisor or co-supervisor can be undertaken:

1° By university professors or staff of equivalent status [...];

2° By other people, holding a doctoral degree, chosen on the basis of their scientific expertise by the head of the institution, upon suggestion by the director of the doctoral school after favourable opinion of the research commission of the academic committee [...].

Thesis supervision can also be ensured under the form of a joint supervision established by agreement between one or two thesis supervisors who meet the previously described qualifications and one person from the socio-economic or cultural world recognized for his skills in that field [...].

### Specific points

- PhD student and thesis Supervisor must belong to the same Doctoral School and research unit
- The thesis Supervisor(s) must hold the French accreditation to supervise research (HDR; Habilitation à Diriger des Recherches).
- The thesis Supervisor(s) undertake(s) the responsibility of the scientific supervision of the doctoral project.

### Full-time or part-time doctorate

#### **Article 14 of the amended decree of May 25th 2016:**

« A doctorate, within the doctoral school, is normally prepared in three years of full time equivalent devoted to research. In the other cases, the duration of preparation of a doctorate can be at most of six years. [...] »

### Specific points

**At the moment of the first PhD registration**, PhD Student specifies whether he will register for full-time or part-time doctorate.

- **Full-time doctorate**

PhD Student with funding dedicated to the preparation of a doctorate:

- doctoral contract in compliance with the decree of the 29 August 2016 (with or without complementary activity)
- fixed-term or permanent contract (CDD or CDI) in the framework of an Industrial contract for training through research (CIFRE; Convention Industrielle de Formation par la REcherche)
- scholarship
- private doctoral contract
- any other funding type linked to the preparation of a doctorate (e.g., CDD funded by the Research Unit own resources...).

- **Part-time doctorate**

PhD Student without funding dedicated to the preparation of a doctorate.

### **Article 12 of the amended decree of May 25th 2016:**

«Under the responsibility of accredited institutions, the doctoral school defines the conditions of monitoring and supervision of PhD students in a doctorate charter the terms of which are specified by the doctoral school. Particularly, this charter describes the modalities of the mediation procedures in the case of conflict between PhD student and thesis supervisor and the PhD student's commitment to answer to all request of information concerning their insertion and their professional path at the end of the doctorate. [...] »

#### Specific points

- The Doctorate Charter is signed on-line by the PhD Student, the thesis Supervisor(s) and the Director of the Research Unit from their respective ADUM profile.

## Training Agreement

### **Article 12 of the amended decree of May 25th 2016:**

« [...] To comply with this charter, a training agreement, signed by the thesis supervisor(s), by the PhD Student, and if applicable by the head of the host enterprise or organization. It rules the conditions for the preparation of the doctorate. It specifies the names of the institution where the PhD Student is enrolled, of the doctoral school and of the host research unit; it also mentions the name(s) of the thesis supervisor(s), of the director of the host research unit, and of the PhD Student as well as the rights and obligations of the involved parties.

This training agreement mentions the thesis topic and the specialty of the degree, and if applicable, the PhD Student's funding conditions, as well as the following items:

- 1° If it is a full-time or part-time doctorate; in the latter case, the PhD Student's professional status is specified;
- 2° The schedule of the research project;
- 3° The modalities of the PhD Student's supervision, training monitoring and research progress;
- 4° The material conditions of the research project implementation and, if applicable, the specific safety conditions;
- 5° The modalities of integration in the research unit or group;
- 6° The PhD Student's professional project;
- 7° The individual training path in link with the personal professional project;
- 8° The objectives of valorisation of the PhD Student's research work: diffusion, publication and confidentiality, intellectual property rights according to the field of the doctorate programme.
- 9° Training and material support arrangements
- 10° In cases where the research work is carried out in whole or in part in an establishment other than a public higher education and/or research establishment, the time spent in the unit;
- 11° A commitment to respect the principles and requirements of scientific integrity throughout their research work.»

#### Specific points

- The training agreement is the result of a detailed discussion between the PhD student and his/her thesis supervisor(s).
- It must be prepared during the first year of doctorate, at latest in the **4 months** after the administrative registration.
- The PhD Student and the thesis Supervisor sign it.
- It can be modified at each annual registration.

## THE PHD STUDENT

### 1. From the ADUM website:

⇒ Creates his personal space and fills in the fields reserved for the registration: civil status, name and address, initial or continuing education, funding, thesis schedule, etc.

**Note: If the thesis concerns confidential work, the thesis title, summary and key words in French and in English should be very general. These data will be visible on Internet. Future PhD Student must give a valid personal e-mail address.**

⇒ Declares that he has read and understood and pledge to follow the Scientific Integrity Charter of the University of Montpellier by signing it online.

⇒ Clicks on « *Transmission des données* » (data transmission) in the tab « *Je finalise la procédure* » (I confirm the procedure).

⇒ Prints out the application form to register to the 1<sup>st</sup> year of the doctorate.

NB: Candidates who do not hold a European diploma that allows the access to the doctoral degree (master degree or diploma that gives the degree of master) will be automatically redirected towards an **application for a derogatory registration in first year of doctorate.**

### 2. Asks the thesis Supervisor(s) and the Director of the Research Unit to sign the full application.

### 3. Drops off the complete and duly signed dossier to the Doctoral School:

- The registration application form,
- The supporting documents (« *pièces justificatives 1A* » or « *pièces justificatives 1A dérogatoire* ») (supporting documents 1A or supporting documents for derogatory 1st registration),

**At latest, 4 months after the registration:  
the PhD student uploads the training agreement signed by the thesis Supervisor(s) to the ADUM website.**

## THE DOCTORAL SCHOOL

- ⇒ Checks and analyses the dossier.
- ⇒ Submits the application to the Doctoral School Director for approval.
- ⇒ Sends the complete dossier to the Doctoral Studies Office.

## THE DOCTORAL STUDIES DEPARTMENT

- ⇒ Analyses and submits the dossier to the President of the University of Montpellier for registration authorization.
- ⇒ Sends the registration dossiers of PhD Students who fall into the jurisdiction of continuing education to the Continuing Education Office.

### For PhD Students in initial education:

- ⇒ Notifies the PhD student by email of the registration authorization and payment terms.

A copy of this email is sent to the thesis director (s) and the Doctoral School.

Depending on payment methods:

#### ⇒ **Registration in person**

- Notifies by email the appointment
- Carries out the administrative registration during the appointment
- Collects the tuition fees (check or credit card)

After registration of this payment,

- Sends the Scol'Pass to the PhD student and the multiservice card to his/her research unit

#### ⇒ **Remote registration**

- Carries out the administrative registration upon receipt of the tuitions fees (by check or bank transfer)
- Sends the Scol'Pass to the PhD student and the multiservice card to his/her research unit

**No authorization to register will be communicated to a PhD Student registered for an international joint doctorate until the signature to the agreement by the partner university.**

### For PhD Students in continuing education:

## THE CONTINUING EDUCATION DEPARTMENT

- ⇒ Contacts the PhD Student and sends a copy of the mail to the thesis Supervisor(s) and the Doctoral School.
- ⇒ Prepares a training contract with the PhD Student or a training agreement in the case of third-party funding. The tuition fees will be paid upon reception of the invoice(s).
- ⇒ Does the administrative registration.
- ⇒ Delivers a proof of enrolment as well as the continuing education trainee card.



# ANNUAL REGISTRATION (2<sup>ND</sup> AND 3<sup>RD</sup> YEAR)

## RULES AND REGULATIONS

### Annual registration renewal

#### **Article 11 of the amended decree of May 25th 2016:**

« [...] Registration is renewed at the beginning of each university year by the head of the institution, upon suggestion by the director of the doctoral school, after favourable opinion by the thesis supervisor and by the PhD student's individual thesis monitoring committee. If a non-renewal is envisaged, after suggestion by the thesis supervisor, this substantiated recommendation is notified to the PhD student by the doctoral school director. The PhD student may ask for a second opinion by the research commission of the academic board or the body that replaces it in the concerned institution. The non-renewal decision is taken by the head of the institution who then notifies it to the PhD student. [...] »

#### Specific points

- PhD Student must renew the registration according to the schedule of the Doctoral School and the University of Montpellier.
- In the case of non-respect of these rules, PhD Student risks the removal from the Doctoral School and the Institution.

### Individual monitoring committee (IMC)

#### **Article 13 of the amended decree of May 25th 2016:**

An individual monitoring committee (comité de suivi individuel) for each PhD student supervises the smooth implementation of the curriculum by relying on the doctoral charter and the training agreement. The Committee monitors the PhD student during the whole the preparation of the doctorate. It gathers right from the end of the first year before enrolling for a second year and before the next enrollments.

The interview takes place in three following moments: presentation of the research progress, discussion with the PhD student without the supervision, discussion with the supervision without the PhD student. The IMC includes at least one member specializing in the discipline or related to the thesis field. Whenever possible, the IMC includes a member from outside the institution. It also includes a non-specialist member from outside the thesis research field. The members of this committee do not take part in the supervision of the PhD Student's work.

#### Specific points

- As the IMC composition, organization and functioning modalities are fixed by the Committee of each Doctoral School, PhD Student must renew their registration by following the specific provisions of their Doctoral School that are included in the Doctoral Charter.
- It is important to plan the IMC organization in function of the annual registration keydates.
- Please note that the IMC members cannot subsequently be chosen as reviewers for the defense.

# PROCEDURE

For PhD Students affiliated to the following Doctoral Schools:

CBS2 / EDEG / GAIA / I2S / SCB / SMH

## THE PHD STUDENT

⇒ Updates his dossier and applies for the renewal of the PhD registration in their ADUM personal space, according to the Doctoral School procedure.

## THE THESIS SUPERVISOR

⇒ Gives his opinion on the registration renewal application via the ADUM site.

DSP / ED 58 / ED 60

## THE PHD STUDENT

⇒ Updates his dossier and applies for the renewal of the PhD registration in their ADUM personal space, according to the Doctoral School procedure.

⇒ Prints out the registration renewal dossier from their ADUM account.

⇒ Asks his(their) thesis Supervisor(s) to sign the complete dossier.

⇒ Sends the registration renewal dossier together with the supporting documents ("*pièces justificatives réinscription*") (supporting documents for registration renewal) to the Doctoral School.

## THE DOCTORAL SCHOOL

⇒ Verifies and analyses the dossier.

⇒ Proposes the registration renewal application to the President of the University of Montpellier and sends it to the Doctoral Studies Office.

⇒ If a non-renewal is envisaged, the Doctoral School informs the PhD Student.

## THE DOCTORAL STUDIES DEPARTMENT

- ⇒ Submits the dossier to the President of the University of Montpellier for registration renewal authorization.
- ⇒ Sends the registration dossier of PhD Students who fall into the jurisdiction of continuing education to the Continuing Education Office.

### For PhD Students in initial education:

- ⇒ Notifies the PhD student by email of the registration authorization and payment terms\*.

#### Specifics point

**Please note:** from the 2nd year of doctoral studies onwards, administrative re-registration is carried out online:

Doctoral students re-register via their **student** IT account (prenom.nom@etu.umontpellier.fr), under the "**Scolarité**" tab, under "**Réinscription**". He/she identifies himself/herself by his/her student number (see Scol'Pass or previous year's schooling certificate) and his/her date of birth.

Registration fees are paid by credit card.

From the same IT account, the registration summary can be consulted, and the school certificate and fee receipt can be downloaded.

**\*Not concerned by this dispositive, French government scholarship holders (BGF) and doctoral students under international joint doctorate exempt from tuition fees.**

- ⇒ Controls the administrative registrations made online by the PhD students.
- ⇒ Sends to the Research Units the stickers to be stuck on the student card for updating.

**In case of difficulties during the online registration, the PhD student has to contact the Doctoral Studies Office.**

### For PhD Students in continuing education:

## THE CONTINUING EDUCATION DEPARTMENT

- ⇒ Contacts the PhD Student by e-mail and sends a copy of the mail to the thesis Supervisor(s) and the Doctoral School.
- ⇒ Prepares a training contract with the PhD Student or a training agreement in the case of third-party funding. The tuition fees will be paid upon reception of the invoice(s).
- ⇒ Delivers a proof of enrolment and updates the continuing education trainee card.

# ANNUAL REGISTRATION (4<sup>TH</sup> YEAR AND BEYOND)

## RULES AND REGULATIONS

### **Article 14 of the amended decree of May 25th 2016:**

« The preparation of a doctorate, within a doctoral school, is done generally in three years of full-time equivalent devoted to research. In the other cases, the duration of preparation of a doctorate can be at most of six years.

The doctoral training duration for a PhD student with disabilities can be extended by the head of the institution upon motivated request by the PhD student.

If the PhD student took maternity or paternity leave, child setting-in leave or adoption leave, family leave, or sick leave for a disease longer than four consecutive months or a leave of absence of a duration at least equal of two months following a work accident, the doctorate preparation duration is extended for the same duration if the interested party submits such request.

Annual extensions may be accorded by way of exception by the head of the institution, upon suggestion by the thesis supervisor and after favourable opinion by the monitoring committee and the doctoral school director, upon motivated request by the PhD student. Each year, the list of students to whom these exceptions are granted is presented to the doctoral school board and sent to the research commission of the academic board or to the body that that replaces it in the concerned institutions. »

### Specific points

- The individual monitoring committee must meet.
- Full-time PhD Student (see page 12) prepares a request for exceptional registration renewal starting from the fourth year.
- Part-time PhD Student prepares a request for exceptional registration renewal starting from the seventh year.
- PhD Student must register each year according to the calendar of the Doctoral School and the University of Montpellier. He must check with the Doctoral School about the specific schedule for exceptional registrations.
- He must also renew their registration according to the Doctoral School specific provisions that are included in the Doctorate Charter.
- In the case of non-respect of these rules, PhD Student risks to be removed from the Doctoral School and the Institution.
- **In the framework of an international joint doctorate, PhD Student must contact the International Relations Department ([cooperation@umontpellier.fr](mailto:cooperation@umontpellier.fr)) as quickly as possible to put in place an amendment to the agreement. The annual administrative registration takes place until the amendment has been signed.**

## PROCEDURE

In the case of part-time doctorate, the annual registration procedure up to the 6<sup>st</sup> year is identical to that of the previous annual registrations (virtual dossier via ADUM).

### THE PHD STUDENT

**1. From his ADUM personal account:**

- ⇒ Updates the dossier and prepares the annual PhD registration application according to the Doctoral School procedure.
- ⇒ Prints out the application for re-enrolment.

**2. Asks the thesis Supervisor(s) to sign the complete dossier.**

**3. Sends the complete and duly signed dossier to the Doctoral School:**

- ⇒ The registration renewal application.
- ⇒ The supporting documents (« *pièces justificatives réinscription dérogatoire* » ou « *pièces justificatives réinscription* ») (supporting documents for exceptional registration or supporting documents for annual registration).

### THE DOCTORAL SCHOOL

- ⇒ Verifies and analyses the dossier.
- ⇒ Submits the dossier to the Director of the Doctoral School for suggestion or favourable opinion concerning the registration renewal and signature.
- ⇒ Sends the complete dossier to the Doctoral Studies Office

### THE DOCTORAL STUDIES DEPARTMENT

- ⇒ Submits the dossier to the President of the University of Montpellier for registration renewal authorization.
- ⇒ Sends the registration dossier of PhD students who are under the jurisdiction of continuing education to the Continuing Education Office.

### For PhD Students in initial education:

⇒ Notifies to the PhD student\* by email the authorization to register and the procedure for the online registration (p.20).

A copy of this email is sent to the thesis director (s) and the Doctoral School.

**\*Not concerned by this dispositive, French government scholarship holders (BGF) and doctoral students under international joint doctorate exempt from tuition fees.**

⇒ Controls the administrative registrations made online by the PhD students.

⇒ Sends to the Research Units the stickers to be stuck on the student card for updating.

**In case of difficulties during the online registration, the PhD student has to contact the Doctoral Studies Office.**

**No authorization to register will be communicated to a PhD Student registered for an international joint doctorate until the signature to the agreement by the partner university.**

### For PhD Students in continuing education:

#### THE CONTINUING EDUCATION DEPARTMENT

⇒ Contacts the PhD Student and sends a copy of mail to the thesis Supervisor(s) and the Doctoral School.

⇒ Prepares a training contract with the PhD Student or a training agreement in the case of third-party funding. The tuition fees are paid upon reception of the invoice(s).

⇒ Delivers a proof of enrolment and updates the continuing education trainee card.

# APPENDIXES

- **Administrative registration calendar available at the following address:**  
<https://www.umontpellier.fr/wp-content/uploads/2022/08/calendrier-inscriptions-doctorat-english1.pdf>
  
- **Standard forms can be consulted in *PHD REGISTRATION - Downloads* section at the following address:** <https://www.umontpellier.fr/en/recherche/etudes-doctorales-et-hdr>
  - Modification of the thesis Direction
  - Application form for stopping an on-going doctorate.
  - Process of setting up an international joint doctorate
  - Supporting documents related to PhD registration.
  
- **Rules and regulations**
  - Amended decree of May 25<sup>th</sup> 2016 that defines the national frame of training and the modalities leading to the delivery of a national doctoral degree  
<https://www.legifrance.gouv.fr/loda/id/JORFTEXT000032587086/>
  
- **Useful links**
  - **The University of Montpellier**  
⇒ [www.umontpellier.fr](http://www.umontpellier.fr)
  - **CROUS (student affairs office)**  
⇒ [www.crous-montpellier.fr](http://www.crous-montpellier.fr)
  - **ANRT (CIFRE) (French national association for research and technology)**  
⇒ [www.anrt.asso.fr](http://www.anrt.asso.fr)
  - **Social Security**  
⇒ [www.ameli.fr](http://www.ameli.fr)  
⇒ [www.etudiant.gouv.fr/cid104942/la-securite-sociale.html](http://www.etudiant.gouv.fr/cid104942/la-securite-sociale.html)
  - **Contribution Vie Étudiante et de Campus (CVEC)**  
⇒ <http://cvec.etudiant.gouv.fr>