

# Welcome Meeting - Doctoral School MIIS

Thursday, December 10, 2020



Normandie Université



## Roles:

- ▶ managing the **curriculum**: grants, defense...
- ▶ monitoring the PhDs: **conditions, relations with supervisor**...
- ▶ ... but not science: your supervisor/your lab's role
- ▶ organizing **events**
- ▶ organizing discipline-related **training program**
- ▶ helping you to prepare your **future**

## At Normandie Université:

- ▶ 8 doctoral schools
- ▶ all common to Caen, Rouen, Le Havre
- ▶ working together in “**Collège des Écoles Doctorales**” (CED)



“Mathematics, Information, System Engineering”:

- ▶ pure and applied mathematics
- ▶ computer science, signal processing
- ▶ control theory
- ▶ electronics
- ▶ mechanics

8 labs:

- ▶ Caen: GREYC, LMNO, LAC
- ▶ Rouen + Le Havre: LITIS
- ▶ Rouen: LMI, LMRS, IRSEEM (+ LINEACT on leave)
- ▶ Le Havre: LMAH

~ 200 PhD students, ~ 170 researchers with habilitation



Organization and Contacts

Main Steps

Specific Processes

Final Remarks



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- ▶ A Doctoral School of Normandie Université
- ▶ PhD of Normandie Université prepared at your institution
- ▶ Your institution: U. Caen, U. Rouen, INSA Rouen, U. Le Havre
- ▶ Most rules common to all places. . .
- ▶ . . . but not all of them

## Texts:

- ▶ Arrêté du 25 mai 2016
- ▶ Règlement intérieur of MIIS
- ▶ Doctoral Charter
- ▶ Your own PhD contract

→ Vademecum



- ▶ Director: Bruno Zanuttini, Caen (Computer Science)
- ▶ Vice-director: Gilbert Levitt, Caen (Maths)
- ▶ Vice-director: Cecilia Zanni-Merk, Rouen (Computer Science)
- ▶ Vice-director: Alexandre Berred, Le Havre (Applied Maths)

Secretaries; “maisons du doctorat”:

- ▶ Marie Legay-Meleux, Caen
- ▶ Coleen Boust, Rouen
- ▶ Florence Fradet, Rouen
- ▶ Christine Le Bodo, Le Havre

+ 4 elected PhD students



## General information and questions:

- ▶ One email address: [edmiis@liste.normandie-univ.fr](mailto:edmiis@liste.normandie-univ.fr)
- ▶ Web site for MIIS: <http://ed-miis.normandie-univ.fr/>
- ▶ Web sites of institutions

Your address at the university/school ( $\neq$  gmail): [check daily or forward!](#)

- ▶ [Feel free to ask questions!](#)
- ▶ Doctoral School is here to [help](#) you
- ▶ Problems, doubts... tell us as early as possible!
- ▶ PhD = complex processes, different for each one of you
- ▶ [There are no stupid questions](#)





## Email:

- ▶ check your **professional** address daily
- ▶ **forward** if needed
- ▶ if student + professional address: check both!

## SyGAL:

- ▶ information system for PhDs
- ▶ platform for administrative aspects of defense
- ▶ sooner or later: platform for most administrative aspects
- ▶ **useful information** and **news**



Accueil - SyGAL - Mozilla Firefox

https://sygal.normandie-univ.fr

SyGAL FAQ

Vous n'êtes pas connecté(e) | Connexion

Accueil

🇫🇷 🇬🇧

Guide d'utilisation de SyGAL

Le doctorat

Les Écoles Doctorales

Guide de la thèse

**Actualités**

La SAISON 03 de Paris-Sciences est lancée !  
07/10/2020 22:00

Doctoriales Vallée de Seine 2020  
20/02/2020 08:11

**Offre de thèses**

Biologie, santé, environnement

Chimie

Droit

Economie, gestion

Humanités

Maths, Informatique

**SyGAL**  
Système de Gestion  
et d'Accompagnement doctoral

SyGAL est une application permettant la gestion dématérialisée de l'ensemble des étapes du parcours doctoral en Normandie. Il offre également aux différents acteurs du parcours doctoral (établissements, écoles doctorales) une visibilité sur les thèses en cours ou passées.

**Vous n'êtes pas connecté-e.**

Connectez-vous...

À propos | Plan de navigation | Mentions légales | Vie privée

<https://sygal.normandie-univ.fr/>



The screenshot shows a web browser window displaying the SyGAL application. The browser's address bar shows the URL `https://sygal.normandie-univ.fr/these/identite/39167`. The application has a blue header with the SyGAL logo and navigation links: Thèses, Soutenance, Dépôt, Administration, and FAQ. On the right of the header, it displays the user's name 'Bruno Zanuttini', the doctoral school 'École doctorale 590', and a 'Déconnexion' link.

The main content area displays the following information:

Établissement d'inscription	Université de Caen Normandie
Titre d'accès à l'inscr. en thèse	Maîtrise Informatique (interne), Université de Caen Normandie (Université014, 100)
Unité de recherche	Groupe de recherche en informatique, image, automatique et instrumentation
Établissements de rattachement de l'unité de recherche	C.N.R.S. ENSICAEN UNIVERSITE CAEN NORMANDIE
École doctorale	Mathématiques, Information, Ingénierie des Systèmes
Financement(s)	2019, Dotation des EPSCP, Contrat doctoral établissement (R)
Titre	[REDACTED]
Confidentialité	Non confidentielle
État	En cours
Discipline	INFORMATIQUE
Date de 1ère inscription	20/09/2019
Année universitaire de 1ère inscription	2019/2020
Années universitaires d'inscription	2020/2021 2019/2020
Date prévisionnelle de soutenance	20/09/2022
Corrections attendues	Non.

At the bottom of the application, there is a green bar with the text 'ET ENSEI...' and a blue footer with the Normandie Université logo and navigation links: À propos, Assistance, Plan de navigation, Mentions légales, and Vie privée.

`https://sygal.normandie-univ.fr/`



## Council:

- ▶ decides general rules
- ▶ decides on individual cases (grant allocation, 4th year...)
- ▶ 22 members: labs, external, and 4 students

## Elected students (important contacts!):

- ▶ Tanguy Gernot, Caen (Computer Science, GREYC)
- ▶ Yiyi Xu, Rouen (Computer Science, LINEACT)
- ▶ Timothée Schmoderer, Rouen (Maths, LMI)
- ▶ Irmand Leblond Mikiela Ndzoumbou, Le Havre (Maths, LMAH)



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## Month after month:

- ▶ before February, 2021: form **follow-up committee**
- ▶ February, 2021: individual interviews with doctoral school
- ▶ June, 2021 and June, 2022: committee meeting, annual report
- ▶ beg. 2023: **think about defense** and start writing
- ▶ June, 2023: committee meeting, finalization
- ▶ September, 2023: **defense**

## All the way long:

- ▶ follow **training program**
- ▶ **teach** (if you like), **popularize** science, etc.
- ▶ **travel, meet other researchers**
- ▶ **work, learn, read, write, enjoy!**

Example (possible) problems or doubts:

- ▶ my supervisor is not present enough
- ▶ my research does not work
- ▶ I want to give up
- ▶ I'll never be on time for my PhD defense
- ▶ I have health problems
- ▶ I feel isolated. . .

**Extreme and exceptional:** I'm not allowed to continue in 2nd, 3rd year

One solution: tell us as early as possible!

To anyone you feel most at ease with:

- ▶ from the doctoral school: directors, **elected PhD students**, secretaries
- ▶ discussions will be kept **confidential**
- ▶ your supervisor, the director of your lab, other PhD students. . .

Also:

- ▶ health problems: request medical certificates from your doctor
- ▶ don't work isolated
- ▶ take part in student associations, activities. . .
- ▶ always pay attention to deadlines and to your future





When at home:

- ▶ stay **in touch with your supervisor** (at least once a week)
- ▶ tell about your conditions: internet access, uncomfortable housing. . .
- ▶ stay **motivated** and **hard-working** (simulate office hours?)

Practical solutions:

- ▶ go to the lab, **you're allowed**
- ▶ if your supervisor is not present enough: tell us
- ▶ if not alone in office: ask your lab for another one
- ▶ internet or IT problems: **ask your institution for help**, incl. financial

Please tell us about any difficulty!



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# Follow-up Committee (“CSI”)



Normandie Université

## Role:

- ▶ give external point of view on work
- ▶ also on work conditions, personal projects, etc.
- ▶ on the student's side

## Composition:

- ▶ one “local member” (same place) and one external to Normandie
- ▶ at least one with habilitation
- ▶ not too close to supervisor
- ▶ typically: a member of the lab (other group) and a professor elsewhere
- ▶ **you** constitute: get helped by elected students, colleagues. . .
- ▶ **you** choose: do not sign the form if you do not agree (and tell us)
- ▶ **to be constituted before February**



- ▶ Once a year, May or June (videoconferencing)
- ▶ Based on talk by student then discussion
- ▶ Part of discussion without supervisor, kept confidential
- ▶ Committee agrees on short report and sends it to Doctoral School

## Specific roles:

- ▶ be available for questions or discussion at any time
- ▶ detect problems, give advice
- ▶ not only on scientific work!
- ▶ give opinion on 3rd, 4th, 5th. . . year
- ▶ here to help you, not a jury



## Conditions:

- ▶ follow 60 hours over the three years
- ▶ at least 20 hours general, at least 20 hours discipline-related
- ▶ general: Normandie Université, specific: MIIS
- ▶ mandatory for defense

## Also count as training:

- ▶ formations outside of Normandie Université and MIIS
- ▶ master's courses here or elsewhere
- ▶ training to teaching
- ▶ elective functions (doctoral school, university...)
- ▶ attending summer schools (ask certificate)...

→ Tell us what courses you'd like to have



available at <http://ed-miis.normandie-univ.fr/>

## Annual, in June:

- ▶ summarize work done
- ▶ training program followed
- ▶ popularization actions (Le Dôme, Science Action)
- ▶ conferences attended, papers written, etc.
- ▶ for doctoral school to follow you
- ▶ reuse for follow-up committee meetings
- ▶ esp. important for grants by Région Normandie (incl. popularization)

## Final (“portfolio”):

- ▶ so far: simply glue annual reports together
- ▶ to be sent to the doctoral school before defense



## What for?

- ▶ attending a conference, a summer school. . .
- ▶ presenting your work at a conference, at a seminar
- ▶ starting or continuing a collaboration
- ▶ using a specific equipment in another university, a company. . .
- ▶ extremely important as a researcher

## Who pays?

- ▶ presenting your work: your lab (ask your supervisor)
- ▶ other short travels: your lab, but doctoral school helps:  
“aide au financement de missions”, 50 / 200 / 400 / 800 €
- ▶ long stays (3+ weeks, abroad): MIIS encourages and supports
- ▶ not sure doctoral school will help? just ask!





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## Time passes very fast!

- ▶ thesis must be defended within 3 years
- ▶ 4th year is not normal and **requires a contract**
- ▶ 5th year is exceptional (and requires a contract)
- ▶ anticipate your future: Academia, industry, post-doc, teaching...?
- ▶ follow training program early enough
- ▶ teach early enough and not too much

The doctoral school is here to **help you!**

Share your problems with us, keep us informed, ask us your questions

Problems related to COVID/lockdown: **tell us!**



Processes and forms (use **latest** version at **your** univ./school):

- ▶ <http://recherche.unicaen.fr/etudes-doctorales/>
- ▶ [http://recherche.univ-rouen.fr/  
pole-etudes-doctorales-335981.kjsp](http://recherche.univ-rouen.fr/pole-etudes-doctorales-335981.kjsp)
- ▶ <https://www.insa-rouen.fr/recherche/doctorats>
- ▶ <https://www.univ-lehavre.fr/spip.php?rubrique88>

Council reports, forms, training program, etc.:

<http://ed-miis.normandie-univ.fr/>

One email address: [edmiis@normandie-univ.fr](mailto:edmiis@normandie-univ.fr)

SyGAL: <https://sygal.normandie-univ.fr/>

Vademecum: <http://ed-miis.normandie-univ.fr/>  
("Documentation")