Welcome Meeting - Doctoral School MIIS

Thursday, December 10, 2020







Doctoral School?



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)



Doctoral School MIIS



"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
- \sim 200 PhD students, \sim 170 researchers with habilitation



Outline



Organization and Contacts

Main Steps

Specific Processes

Final Remarks



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General Structure



- 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



Directors and secretaries



- ▶ 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



Contacts



General information and questions:

- One email address: 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 (≠ 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



Practical



Email:

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

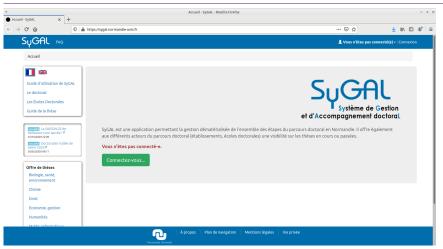
SyGAL:

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



SyGAL



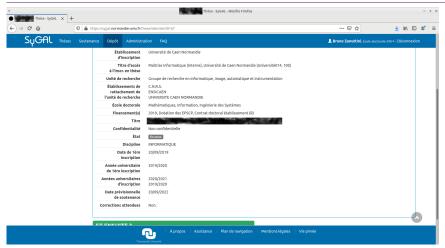


https://sygal.normandie-univ.fr/



SyGAL





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



Council and Elected Students



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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Overview



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!



Problems and Doubts



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



Solutions



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



COVID-19 and Lockdown



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")



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



Committee Meetings



- 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



Training Program



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



General Program by Normandie Université





available at http:

//ed-miis.normandie-univ.fr/



Reports



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



Travelling



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!



Useful Email Addresses and URLs



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
- ▶ 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

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

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