

Welcome Meeting - Doctoral School MIIS

Monday, November 8, 2021





Doctoral School?



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
- ▶ 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



- ▶ 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
- ▶ Flore Zulmea, Rouen
- ▶ Christine Le Bodo, Le Havre

+ 4 elected PhD students



General information and questions:

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

Your address(es) at the university/school (\neq gmail): [check daily/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(es) daily
- ▶ forward to other if easier for you
- ▶ if student + professional address: check both!

SyGAL:

- ▶ information system for PhDs
- ▶ platform for administrative aspects of defense, reports, CSI
- ▶ 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 Ecoles Doctorales

Guide de la thèse

Actualités La SAISON 03 de l'Évaluation est lancée !
07/10/2020 22:00

Actualités Doctoriales Vallées de Seine 2020
20/02/2020 08:11

Offre de thèses

Biologie, santé, environnement

Chimie

Droit

Economie, gestion

Humanités

Mathe, 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.

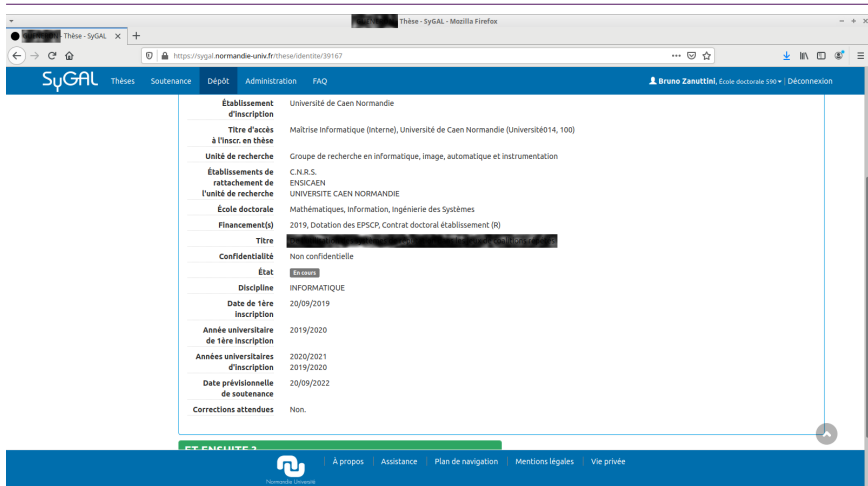
Vous n'êtes pas connecté-e.

Connectez-vous...

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

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



The screenshot shows a web browser window displaying the SyGAL website. The browser's address bar shows the URL <https://sygal.normandie-univ.fr/these/identite/39167>. The website header includes the SyGAL logo and navigation links: Thèses, Soutenance, Dépôt, Administration, and FAQ. The user is identified as Bruno Zanuttini, Ecole doctorale 590, with a Déconnexion link.

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 page, there is a green bar with the text "ET EN SUITE" 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)
- ▶ Cyril Tain, Rouen (Maths, LMI)
- ▶ Njaka Andriamandratomanana, Caen (Maths, LMNO)
- ▶ Irmand Leblond Mikiela Ndzoumbou, Le Havre (Maths, LMAH)



Outline



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Month after month:

- ▶ before February, 2022: form **follow-up committee**
- ▶ February, 2022: individual interviews with doctoral school
- ▶ June, 2022 and June, 2023: committee meeting, annual report
- ▶ beg. 2024: **think about defense** and start writing
- ▶ June, 2024: committee meeting, finalization
- ▶ September, 2024: **defense**

All the way long:

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



Mandatory:

- ▶ follow-up committee (“*CSI*”; June each year)
- ▶ annual reports (June each year)
- ▶ regional grant: final report (just before defense)
- ▶ popularization (“*CSTI*”)
- ▶ training program
- ▶ HAISCoDe: biannual “workshops”



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



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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



Committee Meetings



Normandie Université

- ▶ 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

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:

- ▶ mandatory for grants by Region
- ▶ to be sent to the doctoral school 1 month before defense
- ▶ also if PhD ends prematurely



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



More information



Normandie Université

Welcome meeting by Normandie Université:

- ▶ **Caen:** Monday November 22, 9:00, Campus 4
- ▶ **Rouen:** Tuesday November 30, 9:00, Campus Pasteur
- ▶ **Le Havre:** TBA

Write now to your agenda (you received details by email)

One-page memo: print and keep as your roadmap
(You received it by email)



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

One email address: edmiis@normandie-univ.fr

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