Welcome Meeting - Doctoral School MIIS

1st February 2024

Roles:

- ▶ administrative management: grants, defence. . .
- ▶ monitoring the PhDs: conditions, relations with your supervisor. . .
- ▶ . . . but not science: your supervisor's/your lab's role!
- ▶ organizing events
- ▶ organizing discipline-related training programs
- ▶ helping you to prepare your future

At Normandie Université:

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

"Mathematics, Information, System Engineering":

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

9 labs:

- ▶ Caen: GREYC, LIS, LMNO
- ▶ Rouen + Le Havre: LITIS
- ▶ Rouen: GR^{2}IF, LMI, LMRS, IRSEEM
- ▶ Le Havre: LMAH

$\sim$ 200 PhD students, $\sim$ 170 researchers with habilitation

Organization and Contacts

Main Steps

Specific Processes

Problems

Final Remarks

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

Texts:

- Arrêté (Légifrance) du 25 mai 2016 modifié le 26 août 2022
- Règlement intérieur of MIIS
- Doctoral Charter
- Your own PhD contract + convention de formation doctorale

- Director: Jean-Luc Lamotte, Caen (Computer Science)
- Vice-director: John Guaschi, Caen (Maths)
- Vice-director: Samia Ainouz, Rouen (Computer Science)
- Vice-director: Matthieu Alfaro, Rouen (Applied Maths)
- Vice-director: Quentin Griette, Le Havre (Applied Maths)

Secretaries; "maisons du doctorat":

- Marie Legay, Caen: marie.legay@unicaen.fr
- Vanessa Cappa, Rouen (Univ.): vanessa.cappa@univ-rouen.fr
- Caroline Meley, Rouen (INSA): caroline.meley@insa-rouen.fr
- Alexane Kharmich, Le Havre: alexane.kharmich@univ-lehavre.fr

General information and questions:

▶ One email address: edmiis@normandie-univ.fr

▶ Web site for MIIS: `https://ed-miis.normandie-univ.fr/`

▶ Web sites of institutions

▶ Feel free to ask questions!

▶ Doctoral School is here to help you

▶ Problems, doubts. . . tell us as soon as possible!

▶ PhD = complex process, different for each one of you

▶ There are no stupid questions

Email:

▶ check your professional address ($\neq$ gmail) daily

SyGAL:

▶ information system for PhDs

▶ platform for administrative aspects of defence, reports, CSI

▶ useful information and news

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!):

- ▶ Étienne Lehembre, Caen (Computer Science, GREYC)
- ▶ Cyril Tain, Rouen (Maths, LMI), JUST LEFT...
- ▶ Njaka Andriamandratomanana, Caen (Maths, LMNO), JUST LEFT...
- ▶ Rim Abdallah, Le Havre (Computer Science, LITIS)

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Month by month:

- ▶ no later than February 2024: form follow-up committee
- ▶ April/May 2024: individual interviews with doctoral school
- ▶ June 2024 and June 2025: committee meeting, annual report
- ▶ beginning of 2026: think about defence and start writing
- ▶ June 2026: committee meeting, finalization
- ▶ September 2026: defence

Thoroughout the Ph.D:

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

Mandatory:

- ▶ follow-up committee ("*CSI*"; June each year)
- ▶ training program
- ▶ annual reports (June each year)
- ▶ if regional grant: Popularisation/outreach ("*CSTI*")
- ▶ if regional grant: final report (just before defence)

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 Normandy
- at least one member with habilitation
- not too close to supervisor
- typically: a member of the lab (other group) and a professor elsewhere
- you constitute: get help from (elected) students, colleagues. . .
- you choose: do not sign the form if you do not agree (and tell us)
- to be formed no later than February

- ▶ Once a year, May or June (videoconferencing)
- ▶ Based on talk by student then discussion
- ▶ Part of discussion only with supervisor
- ▶ Part of discussion only with student
- ▶ Committee makes a 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 registration for next year
- ▶ here to help you, not a jury

Conditions:

- ▶ follow 80 hours over the three years
- ▶ at least 20 hours general, at least 20 hours discipline-related
- ▶ mandatory in 1st year: ethics ("Éthique et intégrité scientifique")
- ▶ general: Normandie Université, specific: MIIS
- ▶ mandatory for defence

Also count as training (see SYGAL)

- ▶ training outside of Normandie Université and MIIS
- ▶ master's courses here or elsewhere
- ▶ training for teaching (but not teaching!)
- ▶ elective functions (doctoral school, university. . .)
- ▶ attending summer schools (ask for attendance certificates). . .

Annual, in June:

- ▶ summarize work done
- ▶ training program followed
- ▶ Popularisation/outreach activities (Le Dôme, Science Action)
- ▶ conferences attended, papers written, etc.
- ▶ for doctoral school to follow your progress
- ▶ reuse for follow-up committee meetings
- ▶ esp. important for grants of Région Normandie (incl. Popularisation)

Final:

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

Interesting for all, mandatory for grants of the Région:

- ▶ meet other students/researchers
- ▶ discussion of non-technical aspects of your work
- ▶ also useful for your CV!

Examples:

- ▶ participate in *Fête de la Science*, *Fêno* (with lab or department)
- ▶ many activities at *Le Dôme*, *l'Atrium*
- ▶ activities with secondary schools (go there, host them…)
- ▶ host young pupils (*stages de 3e*)
- ▶ teach at the *Université Inter-Âges*…

What for?

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

Who pays?

- ▶ presenting your work: your lab (ask your supervisor)
- ▶ other short stays: your lab, but doctoral school can help: "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!

Teaching:

▶ possible up to 64 hours per year

▶ modalities: university/school (ask your supervisor)

▶ time-consuming but (very) recommended!

Non-academic experience:

▶ for Popularisation (32 hours)

▶ in a company (32 hours)

▶ 6-month or 12-month break for other XPs ("césure")

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Examples of (possible) problems or doubts:

- ▶ my supervisor is not present enough
- ▶ my research is not working
- ▶ I want to give up
- ▶ I'll never finish on time for my PhD defence
- ▶ I have health problems
- ▶ I feel isolated. . .

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

The solution: say it as soon as possible!

To anyone you feel most at ease with:

- ▶ CSI
- ▶ 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
- ▶ specific problems (gender-based/sexual violence...): specific contacts
- ▶ don't work in isolation
- ▶ take part in student associations, activities...
- ▶ always pay attention to deadlines and to your future

Dedicated procedures at institutional level

Contacts (victim or witness):

- ▶ Univ. Rouen: cellule.harcelementsexuel@univ-rouen.fr
- ▶ Univ. Caen: cellule-ecoute@unicaen.fr
- ▶ Univ. Le Havre: cesam.ulhn@univ-lehavre.fr
- ▶ INSA Rouen: cellule.vss@insa-rouen.fr
- ▶ CNRS: cnrs@france-victimes.fr
- ▶ National phone nb: 3919 (7j/7, 24h/24)

Final Remarks

Time passes very fast!

▶ thesis must be defended within 3 years

▶ 4th year is not normal and requires a contract

▶ 5th year is very 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

Agenda:

- end of February: form follow-up committee
- April/May: individual interviews with us
- May (?): Doctoral School Days
- June: annual report and committee meeting
- one-page memo coming soon by email

More information:

- https://ed-miis.normandie-univ.fr/
- one email address: edmiis@normandie-univ.fr
- SyGAL: https://sygal.normandie-univ.fr/
- Normandie Doc': https://www.normandiedoc.fr/
- https://www.ledome.info, https://www.atriumnormandie.fr