Welcome Meeting – Doctoral School MIIS

29th November 2024

Doctoral School?

Rôles:

- administrative management: grants, defence...
- monitoring the PhDs: conditions, relations with your supervisor...
- ... but not science: your supervisor's/your lab's rôle!
- organising events
- organising discipline-related training programmes
- help 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)

Doctoral School MIIS

‘Mathematics, Information, System Engineering’ (Mathématiques, Information, Ingénierie des Systèmes):

- 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

Outline

Organisation and Contacts

Main Steps

Specific Processes

Problems

Final Remarks

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General Structure

- A Doctoral School of Normandie Université
- Ph.D 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

Directors and secretaries

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

Secretaries; 'maisons du doctorat':

- Marie Legay, Caen: marie.legay@unicaen.fr
- Catherine Godard, Rouen (Univ.): catherine.godard@univ-rouen.fr (a new person will be recruited soon)
- Caroline Meley, Rouen (INSA): caroline.meley@insa-rouen.fr
- Alexane Kharmich, Le Havre: alexane.kharmich@univ-lehavre.fr

Contacts

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

Practical

Email:

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

SyGAL:

- information system for PhDs
- platform for administrative aspects of defence, reports, CSI, training...
- useful information and news

SyGAL

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

Council and Elected Students

Council of the doctoral school:

- decides general rules
- decides on individual cases (grant allocation, 4th year. . .)
- 22 members: labs, external, and 4 students (plus 3 substitutes)

Elected students (important contacts!):

- Maxime ALAARABIOU (LITIS), Boris Tchamiè GNAMAH (LMI), INSA Rouen
- Audrey CHAUDRON (LMRS), Aldo MOSCATELLI (LITIS), U. Rouen
- Hugo CHEMIN (LMNO), Raphaëlle LEMAIRE (GREYC), U. Caen
- Pierre LEFEBVRE (LMAH), U. Le Havre

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Overview

Month by month:

- no later than February 2025: form follow-up committee
- Spring 2025: individual interviews with doctoral school
- June 2025 and June 2026: committee (CSI) meeting, annual report
- beginning of 2027: think about defence, and start writing
- June 2027: committee (CSI) meeting, finalisation
- September 2027: defence

Throughout the Ph.D:

- follow training programmes
- teach, popularise science, go to industry, etc. (if you wish)
- travel, meet other researchers
- work, learn, read, write, and enjoy yourself!

Some obligations

Mandatory:

- follow-up committee ('*CSI*', June each year)
- training programme
- annual reports (June each year)
- if regional grant: Popularisation/outreach ('*CSTI*')
- if regional grant: final report (just before defence)

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Follow-up Committee ('CSI')

Rôle of Follow-up Committee:

- 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

Committee (CSI) Meetings

- 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 writes a short report and sends it to Doctoral School

Specific rôles of the Follow-up committee:

- be available for questions or discussion at any time
- detect problems, give advice
- not only on scientific work!
- gives opinion on registration for next year
- here to help you, not a jury

Doctoral studies

Your Ph.D is:

- your research activities, but also
- training programme: obtaining new skills for professional development.

New skills: scientific, professional, languages...

Aim of training programme: prepare the Ph.D and your professional future.

2023 national figures in France: $\sim$ 15 000 Ph.D's defended, compared with $\sim$ 1740 MCF (lecturer)/CNRS positions.

For ED MIIS (excluding mathematics): $\sim$ 20% of Ph.D's in academia (university lecturer, researcher, research engineer...).

Language/culture in business/industry $\neq$ at university: training courses can help.

Training Programme

Conditions:

- follow 80 hours over the three years, mandatory for defence
- at least 20 hours general, at least 20 hours specific (discipline-related)
- three mandatory courses in 1st year:
  - Research ethics (‘Éthique de la recherche’)
  - Scientific integrity (‘Intégrité scientifique’)
  - Combatting all forms of violence (‘Lutte contre toutes les formes de violence’)
- general: Normandie Université, specific: MIIS

Also count as training (see the ‘training’ module in SYGAL):

- training outside of Normandie Université and MIIS
- Master’s courses here or elsewhere
- training for teaching (but not teaching!)
- elective rôles (doctoral school council, university councils. . .)
- attending summer schools etc. (ask for attendance certificates). . .
- preparing your professional development, entrepreneurship courses. . .

Reports

Annual, in June, for doctoral school to follow your progress:

- summarise work done
- training programmes followed
- popularisation/outreach activities (Le Dôme, Science Action. . .)
- conferences attended, papers written, etc.
- reuse for follow-up committee meetings
- esp. important for grants of Région Normandie (incl. popularisation)

Final:

- mandatory for grants of the Région Normandie
- also if PhD ends prematurely

Popularisation/Outreach ('CSTI')

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 school pupils (*stages de 3^e*)
- teach at the *Université Inter-Âges*...

Travel

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!

Other

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 experience (‘césure’)

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Problems and Doubts

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...

Solutions

The solution: tell someone as soon as possible!

To anyone you feel 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

Sexual and gender-based violence

Specific procedures at institutional level

Prevention and support 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 no. (Violences Femmes Info): 3919 (7j/7, 24h/24)

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Time passes very quickly!

- 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 programmes 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

Contacts, More Info., Calendar

Calendar:

- end of February: form follow-up committee
- Spring: individual interviews with us
- May (?): Doctoral School Days, JDD
- June: annual report and committee meeting
- memo coming soon on the ED MIIS website

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`